ANGLER EDUCATION REPORTING POLICY
Effective January 1, 2016

Thank you for your commitment to teach others the joy of fishing. The success of our program is based on the documentation of all the great work that each of you do.

As you know, our program receives funding from the US Fish and Wildlife Service (USFWS). The biennial audit was conducted in 2015. From this audit, the USFWS has issued new report guidelines. The good news is that the volunteer service hourly rate we use as a match towards our federal aid grant has been increased from $16/hour to $24/hour. However, they now require more specific reports, including a daily record of volunteer hours (like a timesheet.)

We hope that you are utilizing the online reporting system. A computer, iPad or smart phone may be used to report online at www.tpwd.texas.gov/volunteer . *Please do not create a new profile, as a certified instructor, your profile already exists in this database system.* If you need help signing in or forgot your password, please contact your regional Aquatic Education staff or our Austin office at (512)389-8183 or education@tpwd.texas.gov A short video tutorial is online at http://bit.ly/1klTUJd
We do still accept paper reports, but you can help us be more efficient by reporting online.

Whether reporting online or on paper, please be sure to follow the new reporting policies:
  ✓ All hours must be listed by specific dates (see example below). If using the paper roster at multi-day events to document volunteer hours, please use one roster per day and list the date at the top of each roster.

   You can still submit a report for a span of time (up to one month), but must list the specific dates and hours in the online form under the service notes; or if using the paper form, please provide a list of specific dates and corresponding hours. (All documentation must be in writing, we cannot accept verbal confirmations.)

  ✓ All reports must be submitted within 45 days of the first date of the event.
  ✓ Maximum of 12 hours per day can be reported.
  ✓ Travel time is no longer accepted.
  ✓ If using the paper volunteer roster, all volunteers must print, sign and list their hours on the paper roster. (Lead volunteers cannot write in the hours on behalf of the assistant volunteers.)

Listed below is an example of acceptable and non-acceptable *online* or *paper* report information:
Reporting dates example: Start date: 10/5/15
  End date: 10/9/15
  Total hours: 19

What is accepted – specific dates	What is NOT accepted – non specific dates
Service notes: 10/5/15- 2 hrs, 10/6/15 - 5 hrs, 10/7/15 - 5 hrs, 10/8/15 – 5 hrs, 10/9/15 – 2 hrs.	**Service notes:** 2 hrs prep on day one, 4 one hr classes x 3 days, 2 hrs clean-upon last day

Thank you for all you do to support the sport. We could not do it without you!