

# TPWD Angler Education Report Policy

The success of our program is based on the documentation of all the great work that each of you do. The Angler Education program receives funding from the U.S. Fish and Wildlife Service (USFWS) Sport Fish Restoration Program. Your service time is used as an in-kind match toward the federal grant and is also reported to the state Legislative Budget Board (LBB). Our fiscal year begins on September 1st and ends on August 31st. **All reports are subject to state and federal audits.**

Please report online within 45 days of the start date to expedite the report process. Use a computer, iPad, or smart phone to report online at [www.tpwd.texas.gov/volunteer](http://www.tpwd.texas.gov/volunteer). If reporting after 45 days from the start date, a paper report must be submitted. See the online video tutorial for help.

## **Whether reporting online or on paper, please be sure to follow the reporting policies:**

- ✓ All hours must be listed by specific dates (see example below). If using the paper roster at multiday events, **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 you must list the specific dates and hours in the online report under the service notes; or if using the paper form – use the timesheet (page 3) to provide a list of specific dates and corresponding hours. All documentation must be in writing, we cannot accept verbal confirmations.

- ✓ All classes and events must take place in Texas and focus on Texas waterways and species. Out-of-state reports (including prep work done in Texas for an out-of-state event) are not accepted.
- ✓ Only fishing or aquatic education related classes / events may be reported. Other outdoor activities, such as archery or camping may not be reported to the Angler Education program.
- ✓ All online reports must be submitted within 45 days of the first date of the event. For class or events that took place more than 45 days ago, paper reports must be submitted via email or postal service for staff to enter into the database.
- ✓ Reports may not be submitted BEFORE the class takes place.
- ✓ Maximum of 12 hours per day can be reported.
- ✓ Travel time to / from the class or event may not be reported.
- ✓ 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.)** Upload the roster to your online report.
- ✓ If teaching a class over several months or a semester to the same cohort of students, submit a monthly online report – but only count the students in the initial report. On subsequent online reports only enter your time and include a note in the report that the participants were previously reported.

Listed below is an example of acceptable and non-acceptable online or paper report information for hours spanning multiple dates:

Start date: 10/5/2020

End date: 10/8/2020

Total hours: 15

<b>What IS accepted (specific dates)</b>	<b>What is NOT accepted (non-specific dates)</b>
Service notes: 10/5/20 - 3 hrs. prep 10/6/20 - 5 hrs. class 10/7/20 - 5 hrs. class 10/8/20 – 2 hrs. clean-up	Service notes: 3 hrs. prep on day one, 5 one hr classes x 2 days, 2 hrs. clean-up on last day  I worked 5 hrs. per day for 3 days  Oct 5-8: 3.75 hours per day.

Time should be reported in increments of the quarter or half hour. For example: 30 min = 0.5 hrs.; 45 min = 0.75 hrs.; 1 hour, 15 min = 1.25 hrs.; 1 hour, 30 min = 1.5 hrs.; 1 hour, 45 min = 1.75 hrs.

## FAQs

### **If I signed in on the roster at the event, should I also report online?**

*Yes, because sometimes we do not receive the copy of the event roster, or the report is incomplete, or we cannot read the handwriting.*

### **If I am reporting my hours to the Master Naturalist program, do I report them to the Angler Education program too?**

*The hours should only be reported to one program, not both. However, if you ordered Angler Education supplies, we would appreciate if you would report your hours to our program.*

### **What do I enter on the report if I don't know the ethnicities of the participants?**

*You may estimate and calculate these figures using a percentage of the overall attendance, or you can list all attendees as "Unknown."*

### **If I am a TPWD employee, do I submit a report in the volunteer system?**

*Yes, please enter your class or event report with the participant data, but do not enter your hours. This way we can include the participants on our annual federal aid report.*

### **Can I report hours for writing an article for a fishing newsletter or magazine?**

*Yes, if you are not being paid for the article and it is specific to Texas fishing and is educational. The hours should not exceed 4 hours. Articles may not include a trip recap or club updates, etc. Publication examples include: Reel Lines, a Texas fishing club newsletter or other Texas public publication. In your logbook report, include a link or scan of the published article.*

### **I am a member of a fishing club, can I report my hours for the club meetings?**

*You may not report hours for facilitating or attending general or board meetings. You may report hours for giving a presentation that is Texas specific, or if you are meeting to plan a public fishing event, workshop or class that will be reported to TPWD.*