



BACK COUNTRY HORSEMEN OF IDAHO



Photo from Twin Rivers BCH
Hosts of the 2018 BCHI Convention

BACKCOUNTRY HORSEMEN OF IDAHO (BCHI) CHAPTER MEMBER TRAINING

Providing statewide training on various BCHI chapter positions, BCHA, Volunteer hours, Trail work skills, Idaho Horse Council, BCHI Foundation, Amazon Smile fundraising and the BCHI website

Editor- Marybeth Conger Copy Editor- Raenette Didier

**BCHI acknowledges and thanks Backcountry Horseman of Washington for providing information about their training program*

CHAPTER MEMBER TRAINING INSTRUCTORS

Chapter President/ Vice President- Bill Conger and Rod Parks

Chapter Secretary- Debbie Samovar

Chapter Treasurer- Kay Ryan

Chapter Education Chair- Marybeth Conger and Karen Kimball

Backcountry Horseman of America via a power point presentation - Steve Didier

Volunteer Hours- Rod Parks

Idaho Horse Council/BCHI website- Raenette Didier and Jill Nebeker

BCHI Foundation/Amazon smile fundraising- Chris Reed and Bill Holt



**BACK COUNTRY HORSEMEN
OF IDAHO**



TRAINING OUTLINES

Chapter President/Vice-President

Prepared by Bill Conger, BCHI Chairman and Rod Parks, BCHI Vice-Chair

This training outline is to be used to provide information to help BCH members complete the office they have taken, or make the decision to volunteer to take this position in the future.

Sample Officer Duties: Check your chapter By-laws and standing rules

The President shall:

- 1) Serve as Parliamentarian or appoint a Parliamentarian
- 2) Preside over all Chapter and Board meetings
- 3) Exercise general executive control over the affairs of the Chapter
- 4) Call special Chapter and Board meetings
- 5) With approval of the Board, designate committees required for the Chapter to function
- 6) Be an ex-officio member of all committees
- 7) Prepare a proposed budget in conjunction with the Treasurer
- 8) Be one of three signers of checks for disbursement of funds
- 9) Maintain an updated list of all Chapter property and equipment
- 10) Perform all other duties pertaining to the office

The Vice President shall:

- 1) Assist the President when called upon to do so
- 2) Be vested with all the powers and duties of the President in the absence of the President
- 3) Be one of three signers of checks for disbursement of funds
- 4) Perform all other duties pertaining to the office

Basically it is the responsibility of the President to:

- Oversee meetings to maintain order and complete the business at hand
- See that the Chapter is being fiscally responsible
 - Create a budget
 - Assist with funds raising ideas and events
- Delegate tasks to accomplish Chapter goals and events
 - Monitor committee activities to assure things stay on track
 - Remember members are volunteers and this is a team effort
 - Your job is to guide and encourage

Idea to Assist You

Annually update a President's Handbook to be passed onto each President as they assume the office. This handbook should include:

- Sample Agenda, (also pass on an electronic version)
- List of Deadlines
 - What needs to be done
 - Who's task is it
- List of Standing and Special Committees and who Chairs them
- List of Chapter Events/Activities
- Current Membership List
- Copy of By-Laws (and Standing Rules)

- Inventory of Chapter Property
- Copy of Current Budget

SAMPLE ROBERT RULES

Robert Rules is a set of rules for conduct at meetings that allows everyone to be heard and to make decisions without confusion. Organizations using parliamentary procedure usually follow a fixed order of business. Below is a typical example:

1. Call to order
2. Roll call of members present
3. Reading of minutes of last meeting
4. Officers reports
5. Committee reports
6. Special orders --- Important business previously designated for consideration at this meeting
7. Unfinished business
8. New business
9. Announcements
10. Adjournment

A motion is a proposal that the entire membership take action or a stand on an issue. Individual members can:

1. Call to order
2. Second motions
3. Debate motions
4. Vote on motions

How are Motions Presented?

1. Obtaining the floor
 - a. Wait until the last speaker has finished
 - b. Rise and address the Chairman by saying, "Mr. Chairman, or Mr. President."
 - c. Wait until the Chairman recognizes you
2. Make Your Motion
 - a. Speak in a clear and concise manne.
 - b. Always state a motion affirmatively. Say, "I move that we ..." rather than, "I move that we do not ..."
 - c. Avoid personalities and stay on your subject
3. Wait for Someone to Second Your Motion
4. Another member will second your motion or the Chairman will call for a second
5. If there is no second to your motion it is lost
6. The Chairman States Your Motion
 - a. The Chairman will say, "it has been moved and seconded that we ..." Thus placing your motion before the membership for consideration and action
 - b. The membership then either debates your motion, or may move directly to a vote
 - c. Once your motion is presented to the membership by the chairman it becomes "assembly property", and cannot be changed by you without the consent of the members
7. Expanding on Your Motion

- a. The time for you to speak in favor of your motion is at this point in time, rather than at the time you present it
 - b. The mover is always allowed to speak first
 - c. All comments and debate must be directed to the chairman
 - d. Keep to the time limit for speaking that has been established
 - e. The mover may speak again only after other speakers are finished, unless called upon by the Chairman
8. Putting the Question to the Membership
- a. The Chairman asks, "Are you ready to vote on the question?"
 - b. If there is no more discussion, a vote is taken
 - c. On a motion to move the previous question may be adapted

Voting on a Motion:

The method of vote on any motion depends on the situation and the by-laws of policy of your organization. There are five methods used to vote by most organizations, they are:

1. By Voice -- The Chairman asks those in favor to say, "aye", those opposed to say "no". Any member may move for a exact count.
2. By Roll Call -- Each member answers "yes" or "no" as his name is called. This method is used when a record of each person's vote is required.
3. By General Consent -- When a motion is not likely to be opposed, the Chairman says, "if there is no objection ..." The membership shows agreement by their silence, however if one member says, "I object," the item must be put to a vote.
4. By Division -- This is a slight verification of a voice vote. It does not require a count unless the chairman so desires. Members raise their hands or stand.
5. By Ballot -- Members write their vote on a slip of paper, this method is used when secrecy is desired.

There are two other motions that are commonly used that relate to voting.

1. Motion to Table -- This motion is often used in the attempt to "kill" a motion. The option is always present, however, to "take from the table", for reconsideration by the membership.
2. Motion to Postpone Indefinitely -- This is often used as a means of parliamentary strategy and allows opponents of motion to test their strength without an actual vote being taken. Also, debate is once again open on the main motion.

Parliamentary Procedure is the best way to get things done at your meetings. But, it will only work if you use it properly.

1. Allow motions that are in order.
2. Have members obtain the floor properly.
3. Speak clearly and concisely.
4. Obey the rules of debate.

Most importantly, *BE COURTEOUS*.

Questions and Answers - *Have sample handouts*

Chapter Secretary

Prepared by Debbie Samovar and Marybeth Conger

This training outline is to be used to provide information to help BCH members complete the office they have taken, or make the decision to volunteer to take this position in the future.

The overview

- Duties of the Secretary
- Responsibilities of the secretary
- Secretary handbook

Sample Secretary Duties: Your chapter By-laws and standing rules will help to guide you.

The Secretary shall:

1. Take roll call if By-laws or Standing rules so require
2. Record and keep accurate minutes of all regular or special meetings, such as BOD meetings
3. Issue notices
4. Maintain historical records
5. Keep By laws and Standing rules current and bring recommended committee edits to the membership for approval
6. Furnish copies of Bylaws and standing rules to all members
7. Handle internal and external chapter correspondence as directed

Basically it is the responsibility of the Secretary to:

- Oversee the storing of all chapter historical documents. Keep in mind these documents will probably decide any legal challenge
- See that there is a Quorum at all meetings
- Support fiscal responsibility of the chapter
 - Determine annually secretary budget items
 - Assist with funds raising ideas and events
- Wording of minutes is critical. Insist on written wording of complicated motions and resolutions
 - Before meetings request electronic committee reports or a hard copy for scanning
 - Remember chapter members are volunteers and some are very new to the organization
 - Help them learn and grow when you explain requests for mutual understanding

Sample Secretary Deadlines

Due Date	Action
January	Meet with outgoing secretary for guidance and training and to obtain the secretary handbook.
January	Determine secretary budget items for the year and submit them to the president
January	Identify a meeting note taker backup. If you are not sure who, ask your president
February	Train and mentor this backup
Monthly	Attend and take minutes for all chapter business. Makes corrections and updates as needed.
Ongoing	Remind president to request agenda items and electronic committee reports
Ongoing	Take copies of the agenda to meetings
Ongoing	Take copies of blank membership applications to meetings
Ongoing	Record motions, resolutions, actions, and announcements. A short synopsis of discussion that did not result in a motion is useful as a reminder or even as a legal record
Ongoing	Place copy of all media, certificates, awards, accolades, in the chapter historical book

Ideas to Assist You:

Annually update a Secretary handbook to be passed onto each Secretary as they assume office. This handbook should include:

- Sample Agenda, (also pass on an electronic version)
- List of secretary deadlines for each month
 - What needs to be done
- List of Standing and Special Committees and who Chairs them
- List of Chapter Events/Activities
- Current Membership List
- Copy of By-Laws (and Standing Rules)
- Copy of Current Budget
- Copy of bulleted Robert Rules as they pertain to secretary position

Questions and Answers

Have sample handouts

Chapter Treasurer

Prepared by Kay Ryan, BCHI treasurer

This training outline is to be used to provide information to help BCH members complete the office they have taken, or make the decision to volunteer to take this position in the future. The tasks can be a little more than just juggling numbers and writing checks. Your chapter By-laws and standing rules will help to guide you. Enclosed is information that you may find useful or may generate more questions. Below is a list of the training contents. Good luck and keep a smile on your face!

- What the State Treasurer can do for you
- Duties of the Treasurer
- Deadlines
- Banking procedures
- Financial review checklist
- Non-profit versus tax-exempt

WHAT THE STATE TREASURER CAN DO FOR YOU

- Assist with building a budget for your chapter
- Answer questions about reimbursement policy & how this may carry over to your chapter
- Provide receipts for any payments made to BCHI
- Report on BCHI accounts & the calendar program
- Help with Idaho State Tax Commission questions
- Provide guidance with setting up checking/savings accounts
- Provide a sample financial review form
- Assist with Idaho Lottery questions
- Explain BCHI & BCHA membership dues

TREASURER DUTIES

1. Collect dues and revenue
2. Keep all funds in a bank account
3. Disburse all funds for the Chapter
4. Account of income and expenditures in writing, available for inspection by any member in good standing
5. Report the state of Chapter finances on a monthly basis

6. Be one of three (3) check co-signers, any one (1) of which may validate a check
7. Maintain the membership list and submit it annually to the State Treasurer
8. Hold and use the one (1) Debit Card solely for the purpose of paying recurring on-line services;
9. Perform all other duties pertaining to the office

Sample Treasurer Deadlines

Due Date	Action
January	Update signatures at bank
January	Prepare chapter budget for approval by members
January 31	Pay annual per capita dues to BCHI based on membership
March	Submit reimbursement request to BCHI for Sportsman's Show
March SBD meeting	Pay calendar sales money to BCHI
April	Submit reimbursement request to BCHI for Horse Expo
May 15	Prepare & submit 990N form if necessary
December	Request financial review at year end
Monthly	Report funds to chapter members

WHAT IS THE DIFFERENCE BETWEEN NON-PROFIT AND TAX-EXEMPT STATUS?

Non-profit status is a state law concept. Non-profit status may make an organization eligible for certain benefits, such as state sales, property, and income tax exemptions. Although most federal tax-exempt organizations are non-profit organizations, organizing as a non-profit organization at the state level does not automatically grant the organization exemption from federal income tax. To qualify as exempt from federal income taxes, an organization must meet requirements set forth in the Internal Revenue Code.

DO I NEED A TAX-EXEMPT NUMBER FOR MY ORGANIZATION?

No. Unlike some states that issue numbers to organizations to indicate that these organizations are exempt from state sales taxes, the IRS does not issue numbers specifically for exempt organizations. While the Internal Revenue Service does issue Employer Identification Numbers (EINs), these are merely a unique identifier, similar to a Social Security number for an individual. Applying for and receiving an EIN says nothing about the organization's tax status; however, your organization needs an EIN to apply for tax exemption.

SAMPLE BANKING PROCEDURES

Below are types of information often requested by banking or credit union institutions for checking and saving accounts. Each institution may have other special requirements.

- Copy of minutes showing election of officers
- Legal name as shown on ID
- Social Security Number (SSN)
- Date of birth
- Mother's maiden name
- Physical address
- Phone number
- Employer (or retired)
- Driver's license number
- DL issue date
- DL expiration date
- Nearest branch location (if out of area)

CHAPTER EDUCATION CHAIR (CEC) TRAINING OUTLINE

Prepared by Marybeth Conger and Karen Kimball, BCHI Education Co-Chairs

This training outline is to be used to provide information to help BCH members complete the office they have taken, or make the decision to volunteer to take this position in the future.

- Review BCH Education mission statement
- Discuss Chapter Education Chair duties and responsibilities
- Here are some monthly timetables/ deadlines for you to consider
- Determine chapter education \$\$ needs (if any) and report these to the chapter president
- Mentor more chapter members with delegation and support
- What the State Education chair can do for you
- What you can do for the State Education chair
- Most of all have fun with this

BCHI Mission

To perpetuate the common-sense use and enjoyment of horses in America's back country and wilderness,

To work to insure that public lands remain open to recreational stock use,

To assist the various government and private agencies in their maintenance and management of said resource,

To educate, encourage and solicit active participation in the wise and sustaining use of the back country resources by horsemen and the general public,

To foster and encourage the formation of new Back Country Horsemen organizations.

CHAPTER EDUCATION CHAIR - Duties and Responsibilities

The Chapter Education Chair, or if the Chapter President so chooses, Co-Chairs, serve at the pleasure of the Chapter and the President. The Chapter Education Chairman is a position appointed annually by the chapter President.

The Chapter Education Chair (hereafter referred as CEC) is primarily responsible to support at the chapter level, BCH education effort, both public and in-house. The CEC is responsible to secure for the chapter, education materials available through www.bchi.org or other BCH resources offered by BCHA and its' member states. The CEC will communicate to the BCHI Education Chair in the first quarter, all planned education events for the chapter.

The CEC will maintain on the BCHI Chapter Mentor report, a current list of chapter members who are willing to put on Education events. The CEC will accomplish this by maintaining communications with

chapter members and providing the BCHI mentor list to the BCHI Education Chair annually, or as appropriate.

The CEC will either teach or help to support the educational efforts for chapter members, or the public. Education topics could be new, used by another BCH state or presently available on the BCHI website. Coordinating with the chapter President, the CEC should present, or have someone else present one educational item at one chapter meeting.

Working with the chapter President, the CEC will identify any projected chapter education needs, providing feedback to BCHI Education Chair. Any state budget proposals for projected education needs for the upcoming fiscal year must be received by the BCHI Education Chair 45 days prior to the annual meeting for review.

Monthly timetable and deadlines

December

Congratulations! You have been appointed to the CEC position by your chapter president
Meet with 2 to 4 chapter members and draft a yearly education event schedule for your chapter. If you are not sure whom to ask, get input from chapter president

January

Present education event schedule to your chapter president/BOD for approval
Once approved, get volunteers for these events
Determine any \$\$ educational needs and present those to chapter president

February

Email to the BCHI Education chair a list of all education events
Poll all current members and update the BCHI mentor list
Email updated mentor list to BCHI Education chair

Ongoing

Mentor and support chapter education efforts as appropriate
Communicate with BCHI Education chair as needed
Thank and recognize those chapter members who volunteered to lead an education event
Remind chapter members to log all education hours

SAMPLE 2018 education event schedule from the SBBCH chapter

Idaho Sportsmen Show - Back Country Horsemen of Idaho Booth (Public Outreach Educational Event)

Thursday-Sunday 1,2,3,4 2018 - Expo Idaho (fair grounds)

CONTACT: Nancy Smith 208-739-5718 president@sbbchidaho.org

Show Hours: Thursday 5-9pm, Friday 5-9pm, Saturday 11am to 9pm, Sunday 11am to 5pm.

<http://www.idahosportsmanshow.com/>

Members of the Boise, Squaw Butte, and Treasure Valley chapters will be manning a BCHI information booth.

BCHI [Horse Expo](#) Booth - Fri-Sat-Sun April 13,14 & 15 2018 (Public Outreach Educational Event)

Location: Nampa Horse Park, Nampa Idaho

BCHI will be holding clinics at this event - Contact Marybeth for details

Need members to help with the BCHI booth and clinics at the Expo

CONTACT: Nancy Smith 208-739-5718 & Marybeth Conger 208-369-0769

Wilderness First Aid & CPR Refresher - Saturday April 21, 2018 (Educational Event)

Instructed by the Bogus Basin Ski Patrol - A hands on refresher to get us ready for the 2018 season.

Location: Bogus Basin Office, North End, Boise, ID

This is a cost sharing class for SBBCH members (Student cost is \$20, If you sign-up and then don't show up, the cost is \$50) Contact: Marybeth Conger

Clinic Event Saturday April 28, 2018 10:00 – 16:00 (Public Outreach & Educational Event)

Location: Emmett Public Arena - Next to fair grounds

Considering clinic on Back Country Vet & hoof care & a Packing Clinic for Woman, taught by Woman
Many more details to come!

Contact: Lisa Griffith 208-571-1054 (committee being formed)

Sawyer Safety Training - Saturday May 12, 2018 09:00 to 16:00 (Educational Event)

Location: Classroom: Rob & Linda Adams, Sweet, ID

Sawyer safety review and training class for new sawyers and current sawyers.

If you are currently a sawyer or would like to be, plan on attending this class room safety review.

Pictures from Past Training Events [2015](#) [2010](#)

All who are planning to attend **should review** the [Sawyer Training Manual Chapter 1-3](#)

Contact: Rob Adams 208-781-0548 projects@sbbchidaho.org

SBBCH Fun Educational Ride - Sunday October 7, 2018 10:00–16:00 (Educational Event)

In the Saddle and Read to Ride 10:30

Fun and educational ride - More details coming soon!

Location: TBD

Project Leader: Marybeth Conger 208-369-0769 education@sbbchidaho.org

Question and Answers

Have sample handouts

BACK COUNTRY HORSEMEN OF AMERICA (BCHA)

Created by Steve Didier, past BCHI and BCHA chairman

This Power Point presentation is an overview of BCHA. It will educate BCH members and others on who we are, and how BCHA volunteers in 31 states, work to keep trails open for everyone on public lands.

1. BCHA History
 - a. Origin
 - b. Founding fathers
 - c. Why?
2. Original state members
3. Expansion efforts
 - a. Coincided with large tracks of land initially
4. Organization and its development over the years
5. Where BCHA is today
 - a. Member states
 - b. Committee Structure
 - c. Alliances and partnerships
6. What does BCHA do for its members
7. Question and Answers

Need overhead and laptop to project the Power Point presentation

BACKCOUNTRY HORSEMEN OF AMERICA (BCHA) VOLUNTEER GUIDELINES

Prepared by Rod Parks, BCHI Vice-chairman

To be used to educate members not only on the proper way to log and report volunteer hours but why it is important to do so.

Overview

Volunteerism is one of the most important activities Back Country Horsemen can use in our effort to perpetuate enjoyable common sense use of horses in the backcountry. A central point of our mission statement is to assist government agencies in maintenance and management of public lands. By using our time and resources, we help insure that public land remains open to recreational stock use by earning a seat at the table where we can influence agency decisions concerning access to public lands by pack and saddle stock users.

The value of being able to speak with public lands managers from the position of having provided volunteer service cannot be overstated whether it is on the local ranger district or in Washington D.C. However, the hours and value of volunteer service by Back Country Horsemen are consistently underreported. It is up to us at the chapter level to track and report our service. Each chapter and state should appoint a Volunteer Hours Coordinator (VHC) or committee responsible for reporting the hours that members work, the miles of trail maintained and the expenses that they incur during their service. Each Chapter VHC reports to the State VHC, annually. The State VHC compiles the chapter reports into a summary report to BCHA. Chapter VHC will submit their Annual Chapter Volunteer Hour Summary Sheet to the State VHC by Dec. 31 each year. BCHI Vice Chairman is the VHC currently.

Project Worksheets Guidelines

Project Header Information

Chapter Name

Project Leader

Member in charge of the project

Agency Contact

Agency (e.g. USFS, BLM, etc.) representative working with the chapter on the project.

Current year

Project Location & Description

Agency working for, location of the worksite or meeting. Generally describe the activity (e.g. Trail clearing, packing trash, educational clinic, public meeting, etc.)

Project Information

Name the Project Sheet

Located on the project tabs at the bottom of the page ((Right Click/Rename)

Volunteer Name or Individual Project Location

If group report, list the names of all the members working on the project.

Efforts of Individual members should be reported on a separate project sheet

Activity Date

Date(s) of the project or individual effort

Agency Code

Federal or State Agency supported by the project. (Located at the bottom of the Project Sheet)

District, Short abbreviation of area inside the agency (i.e. Ranger District)

Work Hours

Basic Work

General Trail maintenance; cutting lopping, clearing, drainage, hand tool work, trailhead clean up, road cleanup. Work on open private land, onsite support or food preparation for work parties

Skilled Work

Work requiring special skills or training; packing, carpentry, bridge construction, power equipment use, Teamster, Search & Rescue, GPS Mapping, Organizing major work parties, etc

Recon Work

The hours ridden in advance planning for a trail project

Work Miles

Trail Miles

Report the actual miles of trail in a non- designated Wilderness Area cleared. This should be reported once for a trail project as the aggregate total.

Do not report miles cleared if you are just riding a trail for recreation and ride over down trees and don't clear brush.

If the intent of a ride is to clear trails and all obstacles are remove it is alright to list miles cleared.

Trail work on public lands and open private lands qualify.

Use a GPS, trail guide or "best guess system" for miles cleared.

Wilderness Miles

The total miles of trail within a designated Wilderness Area cleared in a trail maintenance project. (Use same criteria for non- designated wilderness areas.)

Community Service

Education & LNT

Record LNT Education under Agency as "L" other education under Agency as "E"

Actual hours spent teaching preparing and conducting educational clinics, seminars, classes, reports, LNT seminars classes etc.

Record hours: Writing article on educational topics, speaking at another organization, education booths, saw certifications, first aid, CPR, etc.

Public Meetings

Actual hours spent in actively attending or presenting at public meetings relating to BCH Activities or issues. Time attending agency planning, travel management or other agency meetings.

Administrative Service

Actual hours spent coordinating or planning projects, clinic, workshops, volunteer hours reporting, newsletter editor time, articles for newsletter and newspapers, events open to the public within the chapter or with agencies and/or agency representatives.

Chapter, State, national meetings do not count.

Travel Time/Miles

Travel Time

Actual hours going to and from projects, educational events or public meetings. Time in the saddle getting to and from a specific project location should be included as well as driving time.

Personal Vehicle

Actual personal vehicle miles from home to projects, educational or public meetings and return – **only the driver reports miles.**

Stock Hauling

Actual miles using a truck and/or trailer rig to haul animals AND/OR Heavy equipment etc. to projects and back. Only Driver reports miles. (Claim either stock hauling or personal miles but not both, unless the project has both, then claim the actual miles hauling stock/equipment and the miles using personal vehicles.)

Equipment

Power Equipment

Total actual hours using personally owned power equipment on projects (e.g. Chainsaws, weed whackers, mixers, etc.)

Heavy Equipment

Total hours charged at hourly rate for heavy equipment used on projects. (E.g. Tractors, Post Drivers, Backhoes, etc.) Prepping heavy equipment and loading; report as skilled labor.

Stock Use

Stock Used

Number of livestock used to complete a project.

Stock Days

The number of animals' times the number of days used. (E.g. If 2 animals are used for one day that equals 2 stock days. If 2 animals are used for 2 days that equals 4 stock days.) If an animal is used for only part of a day, report as one Stock Day no matter how long it was in service.

Donations

Dollar Amount

Donations of money or material from chapter treasury, personal accounts or business accounts
Examples: nails, lumber, power tools fuel & oil, gravel, all materials purchased by members.

Other Resources- BCHA Volunteer Service Reporting, Access to Links for all training aids and forms
<https://www.bcha.org/get-involved/volunteering/hours/>

Helpful hint

Knowing who is coming to a BCHI event and collecting their hours and miles afterwards is a major pain for most chapters. A few years ago a Squaw Butte member suggested a tool being uses by other like groups that might be helpful. We have been using Supersaas's "free version" now for about five years and it has been a great hit with the users. Check it out it may also work for your chapter.

<https://www.supersaas.com/>

UNDERSTANDING THE IDAHO HORSE COUNCIL (IHC)

Prepared by Raenette Didier, IHC Director for BCHI

To be used by any BCHI member who is an IHC Director, when planning for and conducting training events to members.

Introduction to the Group

What is the Purpose and History of the IHC? *(Statement on IHC notebook & brochures)*

Why is BCHI a member? *(The IHC Legislative Issues Committee & the fact that IHC had a paid lobbyist. Before BCHI joined, BCH of North Central Idaho rewrote the Idaho Animal Cruelty legislation, received BCHI support, but could not get it into Committee. That was the reason BCHI joined & with the help of the IHC, the Bill was made into law)*

IHC Committees - Legislative Issues, Horse Census, Horse Expo, Scholarships, Animal Welfare, Wild Horses, Youth Activities, Trails & Urban Land Use.

How do new organizations become a member of the IHC? *(see IHC Membership Form)*

What does it cost for an organization to join? *(see IHC Membership Form)*

How do you become an IHC Director? *(First & foremost attend meetings, show you are interested & support the IHC & their activities. New Directors are voted in at the IHC November Annual Meeting. You must be sponsored & nominated by someone from BCHI who is a current IHC Director)*

Do you have to be a BCHI State Director also? *No, any BCHI member can be an IHC Director.*

As an IHC Director looking after BCHI interests, what is your responsibility back to BCHI? *(every BCH member that is an IHC Director should bring information back to their local chapter. The BCHI SBD has appointed one BCHI Director to bring information back to them & to relay the concerns of BCHI on controversial issues, ie; why or why not BCHI would/would not support an issue)*

Voting delegates depend on the size of an organization. *(BCHI is allowed 6 delegates due to our membership numbers, per the IHC by-laws)*

When critical or controversy equine issues come before the IHC, it is voted on by all the organization's delegates. *(how many BCHI Directors at present?)*

When/where does IHC hold meetings? *(January, July & November)*
Meetings are usually in Nampa but sometimes the July & November meetings move North or South)

What happens at the meetings? *(discuss the IHC Committees)*

CLOSING QUESTIONS OR COMMENTS

Handouts - available from the IHC office

BACKCOUNTRY HORSEMEN OF IDAHO (BCHI) FOUNDATION

Prepared by Chris Reed, BCHI Foundation President

This outline is to be used to educate BCHI members on the goals and purpose of the BCHI foundation

The purpose

The Foundation was established to provide an avenue for any BCHI Chapter to solicit funds that would go to the Foundation and be distributed to the local Chapter(s) within the guidelines specified by the donor of the funds. By allocation of the funds through the Foundation, the donation becomes a tax write-off for the donor and tax-free income to the Chapter(s). This is achievable due to the Foundation's non-profit status. One of the responsibilities of the Foundation Director, or Alternate, is to express its Chapter's needs in terms of projects and funds required.

The goals

1. To increase available funds that can be dispersed for trail maintenance and the education efforts to BCHI members in support of the mission statement
2. To help chapters with funding for potential trail projects.
3. To help educate the Members of BCHI.

How the BCHI foundation can help

- Have a business that would like to donate to your chapter but needs a 501c3? Contact you foundation director and have them fill out a RECEIPT FOR DONATION form. All foundation directors are authorized to sign these.
- Have a grant that you chapter is applying for and need a 501c3? Have your foundation director get you the contact info you might need to complete the grant.
- The foundation will funnel these funds to your chapter minus the 5% administration fee.

Have copies of the receipt for donation form available for handouts

AMAZON SMILE- HELPING TO FUND BACKCOUNTRY HORSEMEN OF IDAHO (BCHI) FOUNDATION

Prepared by Bill Holt, Squaw Butte BCHI Foundation director

This is to be used to educate BCHI members and others on how to choose BCHI foundation as your charitable organization recipient

The overview

Amazon donates 0.5% of the price of your eligible Amazon Smile purchases to the charitable organization of your choice. Not to worry. Most are eligible. When you pull up the item description of what you are buying it will show ELIGIBLE FOR AMAZON SMILE DONATION. If you don't see this, then it's not. What's the catch? It's free and costs the buyer nothing more, but it is NOT automatic. YOU HAVE TO USE AMAZON SMILE and select our foundation organization PROPERLY. The actual web site is <https://smile.amazon.com/>.

The step process if you do have an Amazon account

- (1) Log on to www.smile.amazon.com
- (2) If you already have an Amazon account, log on as normal using your e-mail address and your Amazon password
- (3) In Departments find heading SUPPORTING in orange
- (4) Move the cursor to the organization after SUPPORTING.
A double window should pop up showing that organization
- (5) Click on CHANGE in blue to the right of that organization
- (6) Go to bottom line CHARITY NAME OR LOCATION
Type in: Back Country Horsemen of Idaho Foundation Inc
Then click on SEARCH
- (7) Click on SELECT to the right of Back Country Horsemen of Idaho Foundation Inc. Rupert Id
- (8) Go to In Departments: if SUPPORTING has Back Country Horsemen of Idaho Foundation Inc THEN YOU ARE DONE—GO SHOPPING

The step process if you do not have an Amazon account

- (1) Log on to www.smile.amazon.com
- (2) Go to New to Amazon? Create an account
Enter your e-mail and create your own password
This will take you to (6) above
Do items (6) (7) and (8)

Helpful reminders

Remember, you must use Smile Amazon to get the 501(c) 3 donation. Regular Amazon will NOT give you this option. Once the step process is set up, you do not have to do all this again. It will stay until YOU choose to change it.

If you want to see your contribution, please be patient. Contributions are deposited to the accounts 45 days after the end of each quarter.

So, help the BCHI Foundation help BCHI. Use Smile Amazon, ask your friends and family to do the same.

Use a laptop to show and reinforce the step process. Try to get a volunteer too.

BCHI WEBSITE WORKSHOP

Prepared by Jill Nebeker, BCHI Website Coordinator

This training introduces members to the BCHI website and gathers feedback regarding its overall informational effectiveness.

- 1) How often do you access it?
- 2) Do you find what you need easily or do you have to “click” around?
- 3) Activities page: how often do you look at it?
- 4) Suggestions for improvements/changes
- 5) What do you think of the video clips that are currently listed as part 1 – 7
 - a. Part 1.
 - b. Part 2.
 - c. Part 3
 - d. Part 4
 - e. Part 5
 - f. Part 6
 - g. Part 7
- 6) Going forward need to put a date on them so we know at a glance how current they are.
- 7) Have some forms as both PDF and Word format.
 - a. Forms you would like in both formats
 - b. _____
- 8) Other Suggestions/comments/.....
 - a. _____
 - b. _____

Have a laptop to showcase the website and various navigational paths

Feedback Form - Attendees

Course _____

We would like to know what you thought about this workshop. Please take a moment to answer these few questions, while the training is fresh in your mind.

On a scale from 0 to 10, with being 10 the happiest one can be, how happy were you with the training you received?

How well did the training content that was delivered match what you were expecting?

How much new information did you receive in the training course?

Did you learn things you can use at your chapter?

Would you like this type of training to continue? If so, what training topics would help you like to see?

How engaging was the instructor?

Any other comments

Feedback Form - Instructor

Course _____

We would like to know what you thought about this workshop. Please take a moment to answer these few questions, while the training is fresh in your mind.

On a scale from 0 to 10, with being 10 the happiest one can be, how happy were you with the training workshop?

How well did the training support that was delivered match what you were expecting?

How much new information did you receive while developing the training course?

Did you learn things you can use at your chapter?

Would you like this type of training to continue? If so, what training topics would help you like to see?

Any other comments

Annual Financial Review Form

FINANCIAL REVIEW FORM

Period: _____ to _____

GENERAL INFORMATION

1. Name of institution(s) where account(s) are kept, type of account & account number(s):

4. _____

5. _____

2. Names of individuals authorized to sign checks on the account(s):

1. _____

2. _____

ACCOUNTING PROCEDURES

1. Is an estimated budget submitted and approved at the beginning of the year? ____ Yes ____ No
2. Are all incoming funds banked promptly and regularly? ____ Yes ____ No
3. Are funds disbursed as authorized? ____ Yes ____ No
4. Do dispersed checks match requests for payment? ____ Yes ____ No
5. Are accurate records kept of all income and expenses? ____ Yes ____ No
6. Are the bank statements reconciled each month? ____ Yes ____ No
7. Are discrepancies between records noted and reconciled? ____ Yes ____ No
8. Is a Treasurer's report given to the membership at each meeting? ____ Yes ____ No
9. Are the BCHI annual dues paid on time? ____ Yes ____ No
10. Is the calendar commitment paid on time? ____ Yes ____ No
11. Are the appropriate IRS forms (990) submitted (if necessary)? ____ Yes ____ No

This review of the _____ records was accomplished by:

Member: _____ Date: _____
Print name & signature

Member: _____ Date: _____
Print name & signature

Annotate remarks and recommendations on the back of this document.

