

Challenge Cost Share Agreement Reimbursement Criteria

Explanation of Criteria:

1. Projects, including trail work, pack support, and all other Forest Service projects, must be preapproved.

- a. Forest service representative must pre-approve all trail projects, pack support, and other Forest Service related projects in writing.
- b. Approved projects must include specific trail names, not just the mountain range.
- c. Approved projects are for the direct support of the Forest Service and the intent to clear and maintain trails.
- d. Trail reconnaissance will be reimbursed only if the Forest Service representative has initiated and approved recon prior to a project.
- e. Reimbursable Pack support must be for Forest Service initiated projects only.
- f. All of the above must have an email correspondence of approval and be forwarded to the foundation treasurer prior to the start of the project.
- g. It is best to get a complete list of projects at the beginning of the season.

2. All participants must have an inked signature on the 301b form.

- a. Participants' signatures on the 301b form are required for liability and medical protection, and must be on the form before any project is started.
- b. Each participant's signature is good for the entire season.
- c. The signed 301b form must be emailed to the foundation treasurer prior to the start of work.
- d. Participants can be added to the 301b throughout the season, and the modified form must be sent to the treasurer as soon as possible.

- e. It is best at the beginning of the season to get signatures from anyone who may participate.

3. All reimbursable participants must have their mileage information on the BCHA volunteer hours report.

- a. Reimbursement of miles is determined by the owner of the transport vehicle, based on the miles reported on the BCHA volunteer hours report.
- b. This is required and cross-referenced with approved trails and 301b signatures.
- c. Only the owner of the vehicle can claim miles for reimbursement.
- d. All individuals requesting reimbursement must have their miles on the report to receive credit.
- e. Only use agency code: A = USFS on the report for projects that directly support the Forest Service. Please do not include for fun rides, etc. This code is used to identify mileage-supported projects.
- f. **The final BCHA Chapter project volunteer report is due by November 1st.**

4. Mileage reimbursement payout

- a. Once all reports have been received and analyzed the payout process begins.
- b. A check for the total for all Chapter participants will be sent to the Chapter treasurer.
- c. Included will be a list of each participant and their share of the payout.
- d. The Chapter treasurer is responsible and required to pay out to each individual unless the individual agrees to donate their payout to the Chapter.

For approved project communications and 301b forms, email to the foundation treasurer at: fs_approved_projects_301b@bchi.org