

ALTERNATIVE BREAK VOLUNTEER HOURS CALCULATION POLICY (DRAFT)

Hours to be reported to FRIENDS office (and ultimately to the BRP)

- a) Preparation for an alternative break visit such as creating a schedule, coming up with BRP activities for the students, arranging living quarters, communications with FRIENDS office and college, etc (Friends)
- b) Travel time from college to host site and back to college (students)
- c) Greetings/introductions and review of upcoming schedule upon student arrival (students & Friends)
- d) Initial student preparation after arriving such as grocery shopping for a lengthy stay since they prepare a majority of their meals (students & Friends)
- e) BRP work related activities (typically associated with maintenance and interpretive activities) such as trail work, gardening, landscaping, BRP facility & structure repairs, BRP facility & structure cleaning, assisting in interpretive programs, etc (students & Friends)
- f) BRP educational & training activities such as tool use instructions, repair skills instructions, safety instructions, lectures/discussions about the BRP and its resources (students & Friends)
- g) Travel time to and from the above BRP related activities during students' stay (students & Friends)
- h) Meals when BRP related activities immediately precede AND succeed the meal, typically lunch (students & Friends)
- i) Preparation time for meals as described above which would typically involve Friends' volunteers preparing a meal for students to eat while performing a BRP related task (Friends)
- j) Clean-up after student departure which typically includes putting tools and other items back in their respective storage locations, cleaning living quarters, etc (Friends)

Hours **not** to be reported to FRIENDS office

- a) Time performing community services such as working in soup kitchens or thrift shops, cleaning up downtown areas and shops, visiting with community officials or facilities (students & Friends)
- b) Time involved in social activities such as touring local communities, attending entertainment events, before-work & after-work meals, evening socializing, etc (students & Friends)
- c) Travel time to and from the above community and social activities (students & Friends)
- d) Personal time such as sleep time (students & Friends)