

**IDAHO DEPARTMENT OF FISH AND GAME**

**Cal Groen, Director**

**Project W-159-HS-37**

**Annual Performance Report**



**HUNTER EDUCATION PROGRAM**

July 1, 2007 to June 30, 2008

Prepared By:

Ron Fritz  
State Hunter Education Coordinator

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Boise, Idaho

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**PROJECT ANNUAL REPORT  
IDAHO DEPARTMENT OF FISH AND GAME**

**GRANT NUMBER:** W-159-HS

**SEGMENT NUMBER:** 37

**GRANT TITLE:** Hunter Education Program

**AGREEMENT PERIOD:** July 1, 2007 – June 30, 2008

**NEED**

The Idaho Department of Fish and Game (Department) and the Fish and Game Commission are charged with the preservation, protection, perpetuation, and management of all wildlife in Idaho. They are also charged with the regulation and method of take of huntable species. Safety and responsibility are important to both the mission of the Department as well as the methods whereby people are able to have a safe and enjoyable hunting experience.

**OBJECTIVES**

The overall objective of this project is to provide and manage two legislatively-mandated programs: basic hunter education and bowhunter education. Both programs will be in accordance with the current Five-Year Plan for Hunter Education in Idaho. The hunter and bowhunter education programs will be made available throughout the state.

State and Regional Hunter Education responsibilities include planning, coordinating, and evaluating the regional program and regional needs; and reviewing, modifying, and implementing course curriculums to achieve State hunter education program goals and objectives. Other responsibilities include instructor recruitment and training, evaluating instructor performance, maintaining programs records and documentation, conducting research/surveys to determine future program needs, and providing technical direction to instructors and agency personnel.

Additional regional objectives include: Conducting training for new instructors and in-service training for active instructors, conducting hunting workshops for students and the disabled, and conducting a pilot Trapper Training course.

The basic hunter education and bowhunter education program for the state of Idaho is described in Appendix A.

**EXPECTED RESULTS AND BENEFITS**

We expect that by implementing this program, hunting accidents throughout the state will be minimized. We also anticipate that coordination between Hunter Education Coordinators and instructors will be expanded. Another benefit of program implementation will be increased coordination of regional hunter education program needs. Participation in hunting and recreational shooting will contribute to increased hunter recruitment, and the enhanced quality of

the hunter education program will support an increase in the number of hunters. Improved hunter / landowner relations, expected due to teaching respect for private lands, should contribute to more land being opened to hunting.

## **APPROACH**

1. Volunteer instructors and Hunter Education Technicians (HETs) will conduct hunter and bowhunter education classes throughout the state.

*Accomplishment:* A total of 611 (530 hunter education and 81 bowhunter education) classes were conducted statewide during this agreement period. There were a total of 7,825 hunter education and 1,045 bowhunter education course graduates.

2. The HETs will provide comprehensive standardized in-service training courses to all instructors throughout all regions, statewide.

*Accomplishment:* All seven regional HETs provided coordination, guidance, program support, and formal or informal instructor training for active instructors in their regions. Fifteen in-service training seminars at the regional level were conducted with a total of 171 instructors attending.

3. The HETs will provide new instructors with new instructor training and all materials necessary to teach the course and those provided to students.

*Accomplishment:* Twelve formal new instructor training workshops were conducted. Training was provided to 70 new hunter and bowhunter education instructor candidates. Some instructor candidates received training on an individual basis. Each received approximately eight hours of training and a copy of all student materials in addition to instructor material and training aids necessary to aid in teaching the courses.

4. A Customer Service Representative at Hunter Education Distribution Center (HEDC) in Boise will distribute hunter education resource materials to all instructors statewide as instructors request materials and supplies.

*Accomplishment:* All hunter education class supplies and resource materials for instructors are distributed from a central distribution center located in Boise by a customer service representative. A toll-free supply request phone line is available to instructors. Class supply requests are received by a call center operator and relayed to the HEDC. This has proven to be more efficient and reduced errors.

5. The HETs will assure that incentive and length of service awards are provided to actively participating instructors. Instructor performance will be recognized at the regional level as Instructor-of-the-Year.

*Accomplishment:* Incentive and service awards are available to all active program instructors via an established statewide Volunteer Instructor Recognition Program. The recognition program was completely revised this year to comply with previous audit

findings. One outstanding instructor from each region was selected as the Regional Instructor-of-the-Year and one as the State Instructor-of-the-Year. The State Instructor-of-the-Year was also nominated for the national Winchester Hunter Education Volunteer Instructor-of-the-Year Award.

6. The Department periodically will send all active instructors newsletters and/or the IDFG News and the *Hunter & Shooting Sports Education Journal*, the official publication of the International Hunter Education Association. Students and instructors will receive the *Hunter's Handbook*, as published by Focus Group, Inc.

Accomplishment: Several regional newsletters were mailed out in the more populated regions. Three different issues of the *Hunter & Shooting Sports Education Journal* were distributed to all active instructors. A free annual publication, *The Hunter's Handbook*, was distributed to all students and active instructors. The IDFG publication, the *Idaho Fish and Game News*, is being sent periodically to all active instructors. Another annual publication, *Broadhead*, published for the National Bowhunter Education Foundation, was distributed to all bowhunter education instructors and students.

7. The HETs will provide advanced youth hunter education with adult-mentored youth hunts for upland game, waterfowl, and other game. Emphasis will be on first-time hunters with controlled supervision by adults.

Accomplishment: Fourteen clinics and workshops were conducted throughout the state. Over 150 youths and adults attended. These clinics and workshops included Archery for Women, Women in Nature, Elk Hunting for Beginners, and youth hunting clinics. Twenty-six mentored upland game, waterfowl, and turkey hunts were held for over 130 youth.

8. The Department will maintain a separate cost center and coding under the Department's current activity based cost accounting system to track all expenditures from Section 4 funds.

Accomplishment: A separate cost-center tracking accounting system is being maintained to track all hunter education expenditures.

9. The HETs will research the feasibility of implementing a statewide trapper education program.

Accomplishment: A statewide trapper education program based on materials provided by the International Association of Fish and Wildlife Agencies (IAFWA) has taken longer to develop than anticipated. Preliminary development is almost complete and a pilot class is planned for late fall 2007.

10. All Hunter Education Program staff and volunteer instructors will recruit additional hunter and bowhunter education instructors.

Accomplishment: During the agreement period, 70 new hunter education and bowhunter education instructors were recruited.

**LOCATION**

Statewide, Idaho

**COSTS**

(As of June 30, 2008):

Hunter Education Enhancements and Costs:

1. Employed part-time State Hunter Education Customer Service Representative to manage the Hunter Education Distribution Center, which provides logistical support to hunter education instructors; a Hunter Education Records Technician; seven HETs to coordinate the program in the IDFG regions, and part-time regional help as necessitated (\$287,556 in salary & benefits).
2. Administrative overhead: (\$57,387).
3. Hunter education course materials will be purchased and upgraded, as will supplies and other equipment: (\$46,669).
4. Capital expenses for the “Shooting Range Equipment Enhancement Grant Program”: (\$500).

PR Funding Source *	Personnel	Operating Expenses	Capital	Overhead (17.17%)	Project Agreement Amount		
					Federal Share	State Share **	Project Total
Section 4	\$287,556	\$46,669	\$500	\$57,387	\$392,112	\$130,704	\$522,816

\* These cost figures are as provided by our Administration Bureau on September 4, 2008.

\*\* In-kind match includes a portion (4,635 hours) of the projected volunteer instructor hours (see note below) expended during FY08 at a rate of \$28.20 per hour. This hourly rate is based on the average salary and benefits of a Wildlife Educator, who typically performs educational functions very similar to the Hunter Education Program volunteer instructors. With the Department’s updated Hunter Education database records application, information from hunter education class record sheets, which contain lead and assistant instructor volunteer hours, is entered into the database. The completed record sheets are signed by the lead instructor. Once all class information is entered, the total number of volunteer instructor hours for a specified time period can be determined by a simple query of the database.

Note: The entry of FY08 records into the database is not yet complete. The 4,635 volunteer in-kind match hours are based on actual records. The total volunteer instructor hours for the FY08 grant period is projected to exceed the current recorded 15,575 hours. Of this total, 946 volunteer instructor hours will be applied to the Hunter Education Program Section 10 grant.

### **PROJECT PERSONNEL**

Headquarters: Victoria Runnoe, Conservation Education Supervisor  
Ron Fritz, State Hunter Education Coordinator  
Colleen Cade, Hunter Education Records Technician  
Glenn Wing, IDFG Hunter Education Distribution Center, Garden City  
John Gribbin, Hunter Education Technician, IDFG Panhandle Region  
James Reed, Hunter Education Technician, IDFG Clearwater Region  
Dan Papp, Hunter Education Technician, IDFG Southwest Region  
Clayton Nielson, Hunter Education Technician, IDFG Magic Valley Region  
Terri Bergmeier, Hunter Education Technician, IDFG Southeast Region  
Sammie Hendricks, Hunter Education Technician, IDFG Upper Snake Region  
Bonnie Jakubos, Hunter Education Technician, IDFG Salmon Region

## APPENDIX A

### The Basic Hunter Education Program

1. Student manuals and supplies were distributed to over 10,000 Hunter Education students during the grant period.
2. Instructor Training Guides and other training materials were distributed to 70 new Hunter Education instructors.
3. All hunter education students are required to successfully complete a live-fire and field exercise to receive their certification. Rifles, targets, and ammunition for the exercise are provided to students.
4. The minimum course length required by state statute is 10 hours. The statewide average class length for hunter education courses is approximately 19 hours annually.
5. Hunter education classes will include, as a minimum, the following subjects:
  - a. Firearm safety
  - b. Landowner/Sportsman relations
  - c. Responsible hunter behavior
  - d. Selection of equipment/preparedness
  - e. Wildlife laws
  - f. Wildlife management
  - g. Wildlife identification
  - h. Field care and transport of game
  - i. First aid and survival skills
  - j. Live-firing exercise
  - k. Introductory muzzleloader education (optional)
  - l. Introductory bowhunter education (optional)

The core curriculum for Hunter Education classes includes subjects a. through j. Subjects k. and l. are optional.

6. The basic hunter education course has been available on the Internet since May 2005. During the FY08 agreement period, 741 students completed the online component of the Hunter Education Independent Study Course.

### **The Basic Bowhunter Education Program**

1. National Bowhunter Education Foundation student manuals and other student supplies were provided to over 2,000 bowhunter education students during this agreement period.
2. Statewide, bowhunter education classes average approximately 14 hours in length annually.
3. Bowhunter education classes will include, as a minimum, the following subjects:
  - a. Safety
  - b. Bowhunter responsibilities
  - c. Selection of equipment/preparedness
  - d. Wildlife law and bowhunters
  - e. Wildlife management
  - f. Bowhunting techniques
  - g. Bowhunting practice
  - h. First aid and survival skills
  - i. Shot placement, recovery, and care of game
4. An online bowhunter education course was implemented and was available on the Internet in January 2006. During the FY08 agreement period, 496 students completed the online component of the Bowhunter Independent Study Course.

### **Hunter and Bowhunter Education Program**

1. Both programs require students to successfully complete a standardized written examination as a requirement for certification.
2. The Hunter Education final examination was reviewed and found to effectively meet the program needs. The Bowhunter course final examination was completely revised.
3. Both hunter and bowhunter education courses are available on the Internet for the public as an alternative to the traditional courses. A workbook based self-study hunter education course is also available as an alternative course.
4. During FY08, instructors provided in excess of 15,575 hours of hunter and bowhunter education instruction at the hourly rate of \$28.20/hr. These hours are more than adequate for the Department's in-kind match for this grant. The instructor tasks performed by the hunter and bowhunter volunteer instructors are closely aligned with those performed by the IDFG Wildlife Educator. Therefore the hourly rate was established at \$28.20/hr. to coincide with the Wildlife Educator's pay rate plus benefits.

5. Each of the seven Idaho Fish and Game regions has a Hunter Education Technician who provides regional coordination, guidance, and support for the program. They are supervised by their respective Regional Conservation Educator.
6. All hunter education class supplies and resource materials for instructors are distributed from a central Hunter Education Distribution Center located in Boise by a customer service representative.
7. Over 5,100 active and inactive hunter and bowhunter education instructor records and 225,000 student records in an active database are maintained by a hunter education records clerk. This database is constantly being updated to provide the most current information. The clerk frequently enters new data and provides customer support for instructors and individuals needing replacement certificates.

Submitted by:

*Ron Fritz*

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State Hunter Education Coordinator

Approved by:

IDAHO DEPARTMENT OF FISH AND GAME

*Dale E. Towell*

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Dale E. Towell  
Wildlife Program Coordinator  
Federal Aid Coordinator

*Jeff Gould*

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Jeff Gould, Chief  
Bureau of Wildlife

## FEDERAL AID IN WILDLIFE RESTORATION

The Federal Aid in Wildlife Restoration Program consists of funds from a 10% to 11% manufacturer's excise tax collected from the sale of handguns, sporting rifles, shotguns, ammunition, and archery equipment. The Federal Aid program then allots the funds back to states through a formula based on each state's geographic area and the number of paid hunting license holders in the state. The Idaho Department of Fish and Game uses the funds to help restore, conserve, manage, and enhance wild birds and mammals for the public benefit. These funds are also used to educate hunters to develop the skills, knowledge, and attitudes necessary to be responsible, ethical hunters. Seventy-five percent of the funds for this project are from Federal Aid. The other 25% comes from license-generated funds.

