

IDAHO DEPARTMENT OF FISH AND GAME

Steven M. Huffaker, Director

Project W-800-E-1

Annual Performance Report



HUNTER EDUCATION PROGRAM ENHANCEMENT

July 1, 2005 to June 30, 2006

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State Hunter Education Coordinator

September 2006
Boise, Idaho

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

GRANT NUMBER: W-180-E

SEGMENT NUMBER: 1

GRANT TITLE: Hunter Education Program Enhancement

AGREEMENT PERIOD: July 1, 2005 – June 30, 2006

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 those species. Safe and responsible hunting is the key to both the mission of the Department and the methods whereby people are able to have a safe and enjoyable hunting experience.

OBJECTIVES

Hunter Education Program Enhancement (Section 10)

The objective of this project is to provide enhanced overall statewide coordination and management for 2 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. It is also the objective to provide statewide program facilitation, promotion of the program, monitoring, and management of the enhanced statewide hunter education program.

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

Another objective is to provide statewide assessment of ranges and a small grants program for hunter education equipment that is used at ranges.

EXPECTED RESULTS AND BENEFITS

The anticipated results and benefits of this project include direct supervision of the overall state hunter education program, expanded coordination with regional hunter education technicians and instructors, increased focus on program goals and enhanced standardization of the program, increased efficiency in the distribution of program supplies, more effective budget management and expenditure of program funds, and improved interfacing and relations with local news media.

APPROACH

The State Hunter Education Coordinator (SHEC) which will become a full-time position (from $\frac{3}{4}$ time) during the state FY06 will facilitate, promote, coordinate, monitor and manage statewide hunter education programs by:

Project 1. Program Enhancement:

1. Supervising a customer service representative who operates the Hunter Education Distribution Center (HEDC) located in Boise. The HEDC distributes 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.

2. Representing the state to the International Hunter Education Association (IHEA) and holding the state chapter charter.

Accomplishment: The SHEC maintains state membership in the IHEA and frequently communicates between IHEA and other member state hunter education program administrators. The SHEC also holds the state chapter charter. Currently, there are 2 subchapters in Idaho (Idaho Falls and Boise).

3. Supervising improvements to the instructor awards program including incentive and longevity awards provided to actively participating instructors. Instructor performance will be recognized at the regional level by 1 instructor being selected “Regional Instructor of the Year”. One Regional Instructor of the Year will be chosen as “Idaho’s Instructor of the Year”. That individual will be submitted for the national “Winchester Volunteer Hunter Education Instructor of the Year” Award.

Accomplishment: Incentive and service awards are available to all active program instructors via an established statewide Volunteer Instructor Incentive Awards Program. 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.

4. Implementing Phase I of a proposed Internet-based online class registration process (see Appendix B for a proposed outline).

Accomplishment: Phase I of the proposed online registration process has been developed and is currently in the testing process. Full implementation of this phase is planned for January 2007.

5. Implementing a revised independent study option standardized with the “Today’s Hunter in Idaho” student manual for the public as an alternative to the traditional hunter education course.

Accomplishment: An independent study workbook option for the “Today’s Hunter in Idaho” to accompany the hunter education course student manual was implemented as an alternative for the traditional classroom course.

6. Continuing the development of a list, from regional staff, of prioritized shooting range enhancement needs. This will include all studies and assessments of ranges as needed.

Accomplishment: Shooting range needs information was received from the regional staff. A more formalized shooting range information and needs survey and analysis is planned for FY07.

7. Initiating a separate cost center and coding which will be maintained under the current activity based cost accounting system to track all expenditures from the Section 10 funds.

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

8. Maintaining a comprehensive, hunter education database software program to accurately track hunter education student, instructor, and class statistical information.

Accomplishment: A comprehensive database program was developed, implemented, and is now maintained to provide accurate and current hunter education student, instructor and class statistical information.

9. Managing the improved fiscal aspects of the Hunter Education Program to ensure efficient and proper use of federal funds and resources; and comply with other state and federal rules, regulations, and acts.

Accomplishment: Using the cost center tracking accounting system, we closely monitor expenditures to assure compliance with federal and state requirements.

10. Reviewing and enhancing the hunter education administrative and statistical information management system/process.

Accomplishment: This process is reviewed continuously and improved as necessary.

11. Implementing a National Bowhunter Education Foundation (NBEF) sanctioned independent study option available to the public as an alternative to the traditional bowhunter education course.

Accomplishment: The NBEF "Today's Bowhunter in Idaho" independent study option was implemented in January 2006 as an alternative to the traditional bowhunter course. This course complements the previously implemented "Today's Hunter in Idaho" independent study hunter education course. Idaho now has both hunter and bowhunter education courses available on the Internet for the public as an alternative to the traditional courses.

Project 2: Range Enhancement:

1. Soliciting input from regional hunter education technicians as to what they need to enhance the effectiveness of the hunter education program.

Accomplishment: Open, 2-way communication via email and telephone is constantly encouraged to assure open dialogue between the state program coordinator and the regional technicians. Input from the regional hunter education technicians regarding the hunter education program shooting range needs is solicited and received throughout the year.

2. Providing liaison and assistance as needed in conducting the EA at Farragut between state staff and NE Regional USFWS Federal Assistance personnel.

Accomplishment: This was not needed. A decision was made to not use federal funds for any Farragut Shooting Range enhancements. Therefore, an EA was not required.

LOCATION

Boise Idaho IDFG Headquarters

COST (as of June 30, 2006)

Hunter Education Enhancements and Costs:

1. The SHEC coordinates the entire hunter education program statewide (\$45,722 full-time salary & benefits*).
2. Administrative overhead (\$12,615*).
3. Operating dollars (\$21,523*) were used to upgrade hunter education course materials, supplies, equipment, attend training conferences, conduct instructor in-service training sessions around the state to increase the competency of the volunteer instructors, and to conduct a study to determine percentage of hunter education graduate license recipients who purchased hunting licenses in subsequent years.

PR funding source	Section 10
Personnel*	\$45,722
Operating expenses*	\$21,523
Capital*	\$0
Overhead*	\$12,615
Federal share	\$80,000
State share**	\$27,000
Project Total	\$107,000

*Note: All costs are as of June 30, 2006.

**In-kind match includes 958 volunteer instructor hours at a rate of \$28.20 per hour. This hourly rate is based on the average salary and benefits for a Wildlife Educator, who typically performs educational teaching functions that correspond with those performed by 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 via a Scantron scanner. The completed record sheets are signed by the lead instructor. Once all class information, including available student information (name, address, phone number, social security number, etc.) is entered, the total number of volunteer instructor hours for a specified time period can be determined by a simple query of the database. During this grant agreement period, a total of 17,902 volunteer instructor hours were recorded. Of this total 4,525 volunteer instructor hours will be applied to the Section 4 Hunter Education Grant. An excess of 12,419 hunter education volunteer instructor hours remain available for grant in-kind match.

PROJECT PERSONNEL (as of June 30, 2006)

Headquarters: Ron Fritz, State Hunter Education Coordinator IDFG Boise

APPENDIX A

The Basic Hunter Education Program

1. Student manual and supplies will be provided to an estimated 10,000 hunter education students.

Accomplishment: Student manuals and supplies were distributed to over 10,250 hunter education students during the grant period.

2. Instructor training materials will be furnished to all new hunter education instructors prior to training.

Accomplishment: Instructor training guides and other training materials were distributed to 78 new hunter education instructors.

3. All hunter education students will be required to participate in a live-fire practice exercise. Rifles and ammunition will be provided.

Accomplishment: All hunter education students were required to successfully complete a live-fire and field exercise to receive their certification. Rifles, targets, and ammunition for the exercise were provided to students.

4. The minimum length of an IHEA-approved hunter education class will be 12 hours.

Accomplishment: The average class length for courses conducted during the agreement period was 18 hours.

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)

Accomplishment: 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.

Accomplishment: During this agreement period, 368 students completed the basic online course.

The Basic Bowhunter Education Program

1. Student manuals and supplies will be provided to an estimated 1,800 bowhunter education students.

Accomplishment: National Bowhunter Education Foundation (NBEF) student manuals and other student supplies were provided to over 2,000 bowhunter education students during this agreement period.

2. Instructor training materials will be furnished to all new bowhunter education instructors prior to training.

Accomplishment: Twenty-one new bowhunter education instructors received an instructor training materials package.

3. The minimum length of an approved International Bowhunter Education Program (IBEP) bowhunter education class will be 8 hours.

Accomplishment: Bowhunter education classes averaged 14 hours in length.

4. 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

Accomplishment: These subjects were included in the bowhunter education courses.

5. Implement an online bowhunter education course.

Accomplishment: This course and the related field day curriculum was implemented and was available on the Internet in January 2006. During the last 6 months of the agreement period, 140 students completed the online portion of the course.

Hunter and Bowhunter Education Program

1. A standardized written final examination will be given in both programs.

Accomplishment: Both programs require students to successfully complete a written examination as a requirement for certification.

2. Both program final examinations will be updated and revised during FY06.

Accomplishment: The hunter education final examination was reviewed and found to effectively meet the program needs. The revision of the bowhunter course final examination is currently in progress. Feedback received from the hunter education exam revision process will be applied to the bowhunter examination thus offering a potential cost savings.

3. An optional independent study and an online Internet hunter education course will be available for persons unable to attend the traditional course.

Accomplishment: 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. Instructors will provide the needed in-kind match at the average teacher hourly rate of \$16.44 per hour.

Accomplishment: During FY06, over 1,100 active instructors provided a total of 17,902 hours of hunter and bowhunter education instruction at the stipulated hourly rate. These hours are more than adequate for the Department's in-kind match for this grant. The hourly rate of \$16.44/hr, which was established over 4 years ago, was reevaluated and revised to more realistically reflect the current value of services performed. 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 for this grant period was revised to \$28.20/hr.

5. Seven regional HETs will coordinate hunter education activities and recruit and train volunteer instructors in their respective local regions.

Accomplishment: Each of the 7 Idaho Fish and Game regions has an HET who provides regional coordination, guidance, and support for the program. They are supervised by their respective Regional Conservation Educator.

6. A hunter education distribution center will provide logistical and class material support for volunteer instructors.

Accomplishment: 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. An administrative clerk will maintain a hunter education database and class and instructor records.

Accomplishment: Over 5,000 active and inactive hunter and bowhunter education instructor records and 219,000 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.

8. Idaho should have over 1,100 active hunter and bowhunter education volunteer instructors.

Accomplishment: At the end of this grant period, the program listed 1,277 active instructors (947 hunter education and 330 bowhunter education).

APPENDIX B

Proposed Online Hunter Ed Registration System

As a minimum, completed system must be able to do the following tasks:

Student Registration

- Show classes available (location, times, no of seats, instructors)
- Be able to update and cancel registrations
- Students input and update personal info & register for class (Ron provides list)
- Pay for registration online with credit card or check
- Provide confirmation to registrant for printing
- Students be able to be put on waiting lists
- Ability to change classes
- Search for individual student registrations
- Participants can view classes

Instructor Info

- Create hunter education certificates, cards and restricted license for each student (Ron provides list)
- Assign class numbers
- Provide notification to students about upcoming class info
- Provides instructors with class roster (Ron provides list)
- Create packets for handing out at classes for each student
- Instructors be able to view class rosters
- Online ordering for supplies

IDFG Employees

- Hunter Ed techs need to be able to post upcoming classes
- Allow instructors to input class info online, needs to be verified by IDFG staff
- Allow IDFG staff to update and edit online class info
- Front desk staff needs to be able to register students
- Search for individuals student registration
- Be able to view class rosters

Reports

- List of classes with # of students, available seats
- Pull up class lists with waiting list

Department and Region Contact Information

- Contact information available
- Public ability to contact department / region via email link
- Print out class rosters for instructors
- Hunter Education Graduate Licenses
- Student Record (replacement for current “bubble sheets”)
- Class Record Form (replacement for current “bubble sheets”)

Submitted by:

Ron Fritz

State Hunter Education Coordinator

Approved by:

IDAHO DEPARTMENT OF FISH AND GAME

Dale E. Toweill
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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.

