

IDAHO DEPARTMENT OF FISH AND GAME

Cal Groen, Director

Project W-180-E-3

Annual Performance Report



HUNTER EDUCATION PROGRAM ENHANCEMENT

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-180-E

SEGMENT NUMBER: 3

GRANT TITLE: Hunter Education Program Enhancement

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 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.

OBJECTIVE

Hunter Education Program Enhancement (Section 10)

The objective of this project is to provide enhanced overall statewide coordination and management for 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. 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 continuing 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) will facilitate, promote, coordinate, monitor, and manage statewide hunter education programs.

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 in the International Hunter Education Association (IHEA) and holding the state chapter charter.

Accomplishment: Maintained state membership in the IHEA and frequent communication between IHEA and other member state hunter education program administrators. Held 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 one 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 Recognition Program. The recognition program was completely revised this year as a result of the findings of a previous audit. 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. Continuing implementation of Phase I of a proposed Internet-based online class registration process (see Appendix B for a proposed outline).

Accomplishment: The Online Registration Process was successfully launched according to the proposed outline in March 2008. Over 3,300 students used the new improved process to register for hunter or bowhunter registration classes by the end of FY08.

5. 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 review of shooting range information and needs is currently under review.

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

Accomplishment: A cost center and related coding dedicated to tracking Section 10 funds and expenditures under our current activity based cost accounting system is maintained.

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

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

8. Managing the improved fiscal aspects of the Hunter Education Program to ensure efficient and proper use of federal funds and resources; 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.

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

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

Project 2. Range Enhancement

1. Soliciting input from Regional Hunter Education Technicians as to what will enhance the effectiveness of the shooting range portion of the Hunter Education Program.

Accomplishment: Open, two-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 funding for Farragut and Black's Creek shooting range improvements using state funds.

Accomplishment: Due to a legal decree, the shooting range project improvements and funding for Farragut were temporarily halted to bring the project priorities into compliance with the decree. As a result, improvements for both ranges and the distribution of available funds are under reevaluation.

LOCATION

Boise Idaho IDFG Headquarters.

COSTS

Hunter Education Enhancements and Cost Estimates

1. SHEC to coordinate the entire hunter education program statewide (\$49,330 full-time salary & benefits).
2. Administrative overhead (\$10,792).
3. Operating dollars (\$13,519) will be 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 update a study to determine percentage of Hunter Education Graduate License recipients who purchased hunting licenses in subsequent years.

PR Funding Source*	Personnel	Operating Expenses	Capital	Overhead (17.17%)	Federal Share	State Share**	Project Total
Section 10	\$49,330	\$13,519	0	\$10,792	\$73,641	\$24,547	\$98,188

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

** In-kind match includes 946 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 via a Scranton scanner. 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 class records into the database is not yet complete. The 946 volunteer in-kind match hours are based on actual records and an anticipated potential state share of \$26,667. The total volunteer instructor hours for the FY08 grant period is projected to exceed the current recorded 15,575 hours. Of this total 4,635 volunteer instructor hours will be applied to the Hunter Education Program Section 4 grant.

PROJECT PERSONNEL

Headquarters: Ron Fritz, Project Leader, State Hunter Education Coordinator, IDFG Boise

APPENDIX A

The Idaho Department of Fish and Game Hunter Education Program Outline

The Basic Hunter Education Program

1. Student manual and supplies will be provided to an estimated 9,000 hunter education students.
2. Instructor training materials will be furnished to all current and new hunter education instructors prior to training.
3. All hunter education students will be required to participate in a live-fire practice exercise. Rifles and ammunition will be provided.
4. The minimum length of the hunter education class, which meets the standards of the International Hunter Education Association (IHEA), is 10 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)

The Basic Bowhunter Education Program

1. Student manuals and supplies will be provided to an estimated 2,000 bowhunter education students.
2. Instructor training materials will be furnished to all current and new bowhunter education instructors prior to training.

3. The minimum length of bowhunter education course, which meets the standards of the International Bowhunter Education Program (IBEP), is 8 hours.
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
5. Implement an online bowhunter education course.

Hunter and Bowhunter Education Program

1. A standardized written final examination is given in both programs.
2. The Bowhunter Education Program final examination was revised during FY07.
3. An optional independent study and an online Internet hunter education course are available for persons unable to attend the traditional course.
4. Instructors will provide the needed in-kind match at the average teacher hourly rate of \$28.20 per hour.
5. Seven Regional Hunter Education Technicians coordinate hunter education activities, and recruit and train volunteer instructors in their respective local regions.
6. A Hunter Education Distribution Center provides logistical and class material support for volunteer instructors.
7. An administrative clerk maintains hunter education database, class, and instructor records.
8. Idaho has over 1,000 active hunter and bowhunter education volunteer instructors.

APPENDIX B

Proposed Online Hunter Education Registration System

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

Student Registration

- Show classes available (location, times, number of seats, instructors)
- Be able to update and cancel registrations
- Students input and update personal information & register for class (Ron provide 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 Information

- Create hunter education certificates, cards, and restricted license for each student (Ron provide list)
- Assign class numbers
- Provide notification to students about upcoming class information
- Provide instructors with class roster (Ron provide 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 Education technicians need to be able to post upcoming classes
- Allow instructors to input class information 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

Dale E. Toweill
Wildlife Program Coordinator
Federal Aid Coordinator

Jeff Gould

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.

