



State of California- Natural Resources Agency  
Department of Fish and Wildlife  
Hunter Education Program  
1416 Ninth Street  
Sacramento, CA. 95814  
916 653-1235

EDMUND G. BROWN, JR., Governor



December 2018

Hello All,

Hope everyone is enjoying the Holiday Season and finding some time to spend with friends and family. A little time in the duck blind or out in the field doesn't hurt the holiday spirit either! 2018 flew by and 2019 is approaching quickly.

As the year winds down, it is time to start thinking about completing your 2018 Class Expense Report and nominating an Instructor of the Year. In addition, the California Hunter Education Instructor Association (CHEIA) is looking for instructors to help with the Hunter Education booth at the [2019 International Sportsmen's Exposition in Sacramento \(January 17-20, 2019\)](#). This is a great opportunity to highlight our program to the public and network with fellow instructors. There is also plenty of time to experience what the show has to offer. If you are interested in helping, contact HEI Jim Russel at 530-622-2480 (home), 530-396-3257(mobile), or [jcrussell8186@sbcglobal.net](mailto:jcrussell8186@sbcglobal.net).

### Annual income and expense records - Due 01-31-2019

Here is the current policy pertaining to the reports:

*"California Fish and Game Code, Section 3052 requires that any time a fee is charged, a record of expense shall be kept for inspection by the Department. "*

The record need not be elaborate, but must itemize each specific expense and the income per student. This record must be kept for three years and be submitted to the District Coordinator by January 31 of each year. (Failure to comply with this requirement can result in the revocation of instructor certification).

Fees should never be co-mingled with the instructor's personal finances. If an instructor has a written budget on file, expenses and income need not balance for every class. For instance, larger classes during the summer may bring income beyond the expense, while small off-season classes may cost more than the income. The fee charged should allow the instructor to balance out at the end of the year."

Expense report forms in Excel and Word can be found on the Instructor Resources page at: <https://www.wildlife.ca.gov/Hunter-Education/Instructor-Resources>

Here are some Do's and Don'ts of yearly expense reports:

- Do submit directly to your Coordinator via email or mail (email is the definite preference)  
(Northern District HEI's, email your report to [Alan.Gregory@wildlife.ca.gov](mailto:Alan.Gregory@wildlife.ca.gov))
- Do not submit expense reports to Headquarters or Fam Saeteurn
- Do notify your Coordinator with a short note if you don't charge a class fee
- Do list Co-Instructors on you expense report by name
- Do not just list Instructors by only HEI #

*Passing on the tradition through education.*



- Do send your file with a file name specific to you or your teaching team
- Do contact your District Coordinator with any questions or if you need help

We are continuing to work with Kalkomey to find a solution that would provide you the opportunity to upload expenses directly with class results in Event Manager. At this time, we still have not found a great solution that will satisfy what is required in the rules of the Federal Grant.

Notices for delinquent expense reports will be sent out in 2019.

Thank you for your attention to this task. We realize it is one of those not so fun parts of being an Instructor.

### Hunter Education Instructor of the Year Award Nominations – Due 01-01-2019

The “Hunter Education Instructor of the Year Award” is a special way for the Department of Fish and Wildlife to recognize the very best of its volunteer instructors. Each year, instructors are nominated from across the State to be considered for the instructor of the year award. Anyone may nominate an instructor for consideration. Nominations must be submitted to a District Coordinator and /or the State Administrator by January 1, 2019. The State Administrator and District Coordinators will review the nominations and select the Hunter Education Instructor of the Year.

The following format should be used when nominating an instructor for this award:

#### **Hunter Education Instructor of the Year Award Nomination**

1. List the number of years an instructor has been active in the California Hunter Education Program.
2. List the number of classes an instructor has taught in the last three (3) years.
3. List if the instructor teaches as part of a team or solo.
4. List the number of certified instructors they have recruited in the last five (5) years.
5. List if the instructor incorporates live fire in their class.
6. List any teaching certificates the instructor possesses in other hunting, outdoor, or shooting sport programs.
7. List any hunting, outdoor, or shooting sport affiliations/memberships.
8. List any awards the instructor has received for service in hunting, outdoor, or shooting sport programs.
9. List any special characteristics that qualify the instructor for the award (100 words or less).

Thank you for all you do,

Robert Pelzman

Captain – Hunter Education Program

*Passing on the tradition through education.*