

## **VOLUNTEER HOURS GUIDELINE**

Each year, when dues are submitted, we ask that members include a summary of volunteer hours. The purpose of these guidelines is to assist you in determining which activities should be reported.

### **Educational Programs**

#### **Fundraising**

#### **(Symposium and Ways & Means)**

*Include the following:*

- ◆All time spent in preparation for event, transportation, working at site.
- ◆Location of event, date, and approximate number of attendees

#### **Public Outreach**

#### **(Presentations for the General Public)**

*Include the following:*

- ◆Total time spent in preparation and research, transporting self and materials to and from site, setting up and dismantling and delivering the presentation.
- ◆Date, Topic of the Presentation, Name of Group to which presentation was given, number of attendees.

### **Maintaining Public Gardens**

*Include the following:*

- ◆All time spent in planning, propagating, transportation to and from site, and working in garden.
- ◆Name and location of garden

### **Programs to our Unit**

*Include the following:*

- ◆All time spent in preparation and research, transporting self and materials to and from site, setting up and dismantling and delivering the presentation.
- ◆Topic of the presentation and date.