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.

revised March, 2016