**Pennsylvania Heartland Herb Society**

**Volunteer Hours**

**April 1, 20\_\_\_\_ – March 31, 20\_\_\_\_**

**Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Symposium – Garden Tour or Luncheon**

Hours *volunteered* to prepare and present each event.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Location of Event | Date | Attendance | Total Hours |
| Garden Tour |  |  |  |  |
| Fall Luncheon |  |  |  |  |
|  |  |  |  |  |

**Public Presentations or Workshops, Ways & Means, etc.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Location of Organization or Event | Date | Attendance | Total Hours |
|  |  |  |  |  |
|  |  |  |  |  |

**Public Garden Maintenance**

|  |  |
| --- | --- |
| Garden Maintained | Total Hours |
|  |  |
|  |  |
|  |  |
|  |  |

**Unit Education, Programs, Workshops, Tours**

Given for unit members.

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Topic or Tour Destination | Presenter | Total Hours |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

\*If you need more space, please attach another sheet.

\*Please return this form to Elaine Shappell, 79 Legacy Blvd. Apt. 308, Sinking Spring PA 19608 by the April Annual Meeting.

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Note: Volunteer hours are reported annually to the Herb Society of America. Guidelines are available on the HSA website to assist in preparing the unit annual report. The following is the HSA guidance on reporting volunteer hours:

“The total accumulated volunteer hours earned by members include time spent preparing and presenting programs, workshops, fundraising activities, maintaining public gardens, producing newsletters, maintaining websites and social media pages, as well as providing governance of the unit (board meetings, etc.).”