

### VOLUNTEER HOURS FOR 2016

NAME:													
ACTIVITY	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL
1. Community Events													
2. Executive, Board & Monthly Meetings													
3. Executive & Board Members													
4. Flower Shows, Garden Tours													
5. Planting, Preparation, Maintenance													
6. Special Events													
7. Yearbook, Newsletter, Website													
8. Youth Activities													
9. Other (specify on page 2)													
<b>TOTAL HOURS</b>													

## Guidelines for Volunteer Hours

**1. Community Events:**

Time working at local fairs, community outreach programs, plant sales, Communities in Bloom, Success with Gardening, CNE, etc.

**2. Executive, Board and Monthly Meetings:**

Record hours spent at executive and board meetings. Include set-up and planning of regular meetings and any work done at meetings. Do not include time spent attending monthly meetings.

**3. Executive and Board Members:**

Time spent performing the duties of president, vice presidents, secretary, treasurer, social convenor, telephone committee, etc.

**4. Flower Shows, Garden Tours:**

Record planning and preparation time. Do not include time attending or viewing gardens.

**5. Planting, Preparation, Maintenance:**

Community gardening, record time spent in activity.

**6. Special Events:**

Workshops, seminars/courses, District AGM, OHA Convention hosting, etc.

**7. Yearbook, Newsletter, Website:**

Time spent planning yearbooks, newsletters, developing and maintaining websites.

**8. Youth Activities:**

Time spent talking to schools, youth groups within societies, etc.

**9. Other:** (please specify, e.g. special fundraising)

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