

## HSA Volunteer Hours

It is important to record volunteer hours which will be submitted at the end of the unit fiscal year to HSA headquarters. The hours are used to justify the commitment of our members when our executive director seeks donations and prepares grant applications. Essentially anything you do outside of attending the regular monthly meetings can be considered volunteer time!

### Examples

**Administrative** – Designing, copying, scheduling, and meeting set up.

**Project Management** – Preparing for and working at unit events and educational programs.

**Presentations and Meetings** – Time spent preparing, traveling, and presenting.

**Articles and Publications** – Researching and preparing articles and publications for any HSA publication.

**Maintaining Public Gardens** – Any time spent in the garden, traveling to and from, and planning or purchasing plants. Note: Don't double count master gardener and HSA hours.

**Membership Recruitment and Fundraising** – Planning time for unit events and corresponding with potential members.

**Board Members** – All time spent preparing for, traveling to and attending meetings other than the regular unit meeting. Includes any record keeping. Members of Ad Hoc committees, include all hours spent.

Submit your hours in early April to Joyce Brobst. She will tally the unit total to be submitted to headquarters.

PHHS Volunteer Hours Worksheet

Name: \_\_\_\_\_

Record your hours:

	Admin Hours	Unit Events	Programs	Publications	Gardens	Membership / Funds	Board
April							
May							
June							
July							
August							
September							
October							
November							
December							
January							
February							
March							
Total							