

KHS Volunteer Hours Form 2019

Member Name _____ (print) Total hours: _____

Time Period Month(s)	Category	Description Indicate which ones apply	Hours
	1. Community Events	Eg.: Seedy Saturday, Spring Plant Sale (include time spent digging up, potting plants & assisting with sales), Farmers Market, fairs, etc.	
	2. Meetings – executive, board, and monthly	Includes set up, planning for/arranging & preparing for member meetings, social activities. (do not include attendance at monthly meetings)	
	3. Executive & Board Members, Portfolio Chairs	Hours spent on administration, planning of events & meetings as part of their role	
	4. Flower Shows, Garden Tours, Bus Tours	Planning, preparing and working: on Flower Show schedules, preparing specimens, planning designs for competitions; Hidden Treasures Open Garden Tour; Bus Tours.	
	5. Volunteer gardening - Administration of Planning, Planting, Maintenance	Community gardening - work in the Paterson Garden, Pollinator Garden; conservation, and environmental activities; family, neighborhood & friends' gardens.	
	6. Special events: workshops, OHA Convention, District 3	Participating in/designing courses: planning, representing society as a delegate	
	7. Publicity- Newsletter, Website, Social Media, Facebook, contributing photography, etc.	Hours to plan, prepare, design, develop, maintain; posting advertisements, designing and delivering flyers, formatting newsletter, contributing articles, etc.	
	8. Youth activities	Time spent talking to students, engaging youth in horticultural activities	
	9. Other (not mentioned above)	Additional activities related to horticulture, fundraising, etc.	
		Thank you.	