



# Gardening Kingston – Volunteer Hours Form

Name: \_\_\_\_\_ (print) Total hours: \_\_\_\_\_ Year: \_\_\_\_\_

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

To submit your volunteer hours either:

- Print the form and bring it to the membership desk at a meeting  
or
- Send it via email to Veronica Butler: [verbutler@gmail.com](mailto:verbutler@gmail.com)