



What Counts as your Volunteer Hours

Volunteer hours should be tracked on a daily basis to ensure accuracy. Note that one *Volunteer Hours Log* form should be used per month per volunteer. This form is not electronic, but rather should be filled out as a hardcopy. Every six months all volunteers should return their 6 forms (one per month) to their local designated Volunteer Coordinator.

Volunteer activities are divided into five categories. Descriptions can be found at the bottom of the *Volunteer Hours Log* form. Please also note that in addition to breaking your volunteer hours up categorically, there is also a “Tasks” column which should be used to include more details about your specific activities. If you attended a meeting, write what the meeting was for. If you did publicity for an event, note the name of the event when possible. If you participated in fundraising, note which campaign (ex. *Sattwapathin* 2009). If you gave a ride to someone note who it was and where you were going. If you cooked, write which event you cooked for, etc.

What Counts?

Time you spend that directly relates to our Nonprofit mission, vision and outreach. Some examples are below:

- Time you spend in volunteer meetings (as long as the focus is the Nonprofit outreach. If gatherings are a mix between social time and work time, you must isolate the hours you spent working and track only those hours)
- Fundraising
- Program related activities (event planning, preparation, advertisement, outreach, set-up, clean-up, etc.)
- Outreach to the community (ex. Hosting of a Swamahiman booth at a temple, church, or other community event)
- Time on the phone relating to programs, outreach, fundraising, etc (*not* social talk).
- Driving of His Holiness to and from events and gatherings and/or meetings that are related to the Nonprofit outreach (ex. Driving to a lecture, Workshop, Retreat, or to and from Programs that are in different cities)
- Driving and giving rides to staff members, oblates, docents, etc., to and from events and gatherings that are related to the Nonprofit outreach
- Driving and giving rides to devotees and others who are in your area to participate in a gathering, event, Workshop, Retreat, etc.
- Cooking for *public events, volunteer meetings, etc., that support our Nonprofit outreach*
- Special projects relating to the Swamahiman mission and vision
- Property upkeep and maintenance at the Monastic Residence
- Cooking & Cleaning at the Monastic Residence
- Harvesting of fruit at the Monastic Residence
- Office support to the staff

What does not Count?

- Ordinary travel time (to and from a meeting, event, etc.) (Note: If you are researching venues and have to drive over an hour to reach a particular venue, you may track those hours because your travel is part of the research and is above and beyond “normal”)
- Hosting of devotees and/or staff members in your home
- Time spent socializing
- Time spent eating



Filling out the Hours Log

The Volunteer Hours Log is a PDF document which can be filled in electronically by clicking on each box to type in text. We recommend saving the completed form with a name such as "JED.Mar-Sep2010". The letters at the beginning represent your initials and mentioning the months and year you have tracked is helpful. This completed form can then be emailed or printed and mailed to your local volunteer coordinator.

Another option is to print the form and fill in the information by hand. Completed forms must be submitted to your local volunteer coordinator.

We encourage you to fit multiple months on one form, but for tracking purposes we do not suggest breaking a single month onto multiple forms. So you may be able to fit January-March on one form, but during the summer, when there are more volunteer opportunities, you may need one form per month. The goal is to track your hours in an organized and efficient manner.

Please remember that volunteer hours which are properly tracked and counted can bolster our organization's ability to receive grants and funding. Please do your part as a Registered Volunteer and properly track your hours!