

Date: _____

Your name: _____



Society Volunteer Hours for Chinguacousy Garden Club

For the society year *September 1st 2020 to August 31st 2021*

As a member of the Ontario Horticultural Association (OHA), Chinguacousy Garden Club is required to report volunteer hours to the OHA every year. The OHA uses the statistics to analyse garden clubs' contribution to community horticultural activities.

Volunteer hours are an important source of information about our garden club and they show how valuable our horticultural society is to the community.

Volunteer hours are also used by our club to help determine how we spend our volunteer time. It helps us to understand our impact on the community and to explore new ways of enhancing that impact and of bringing new volunteers on board so that we can do an even better job in the community. Therefore, the volunteer hours information that each volunteer reports is very important to us and to our OHA District (District 15).

We recognise all our volunteers at a special event each year.

Please complete your form and return it to **Susan Morley**(sdmorley@rogers.com) by **December 14th, 2021** meeting. Thank you.

Activity	Hours
1. Community Events: Time working at local fairs, community outreach programs, plant sales, Communities in Bloom, Seedy Saturday, etc.	
2. Executive, Board and Monthly Meetings: Record hours spent at Executive and Board meetings x number of members attending. Include set-up and planning of regular meetings (not time during meetings).	
3. Executive and Board Members: President, V.P.s, Secretary, Treasurer, Sponsor Coordinators, Directors, etc.	
4. Flower Shows, Garden Tours: Record planning and preparation time. (Do not include time attending or viewing gardens by members.)	
5. Planting, Preparation, Maintenance: Community Gardening, record time spent in activity x number of volunteers participating.	
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. (All Publications)	
8. Youth Activities: Time spent talking to schools, youth groups within societies, etc.	
9. Other: (please specify)	
TOTAL HOURS	