



ONTARIO HORTICULTURAL ASSOCIATION

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SOCIETY VOLUNTEER HOURS FOR _____

Societies must enter their volunteer hours via the Annual Information Report using the website <https://www.gardenontario.org>

Register for a password to log in at: <https://gardenontario.org/register-user/>

This template can be used to compile your society's volunteer hours in preparation for submitting as part of the Annual Information Reporting process.

Your volunteer hours' statistics are an important piece of the information about your society. They are an easy reference that illustrates how valuable your society is to the community. Volunteer hours can also be used as an analysis tool that will show you and your society where you are spending your volunteer time. The volunteer hours' information that you report is important to you, to your District and to OHA.

Your volunteer hours are added to those from all the societies across Ontario, and the resulting total is used by your OHA Board to negotiate with fundraising or governmental agencies. The cumulative number of volunteer hours certainly displays to others the value of Horticultural Societies in Ontario.

SOCIETY NAME & DISTRICT	
ACTIVITY	HOURS
1. Community Events: Time working at local fairs, community outreach programs, plant sales, i.e. Communities in Bloom, Canada Blooms, CNE, 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 general meetings (not time during meetings).	
3. Executive, Board Members and Committee Members: Administration and Planning of events and meetings. (amount of time spent planning and preparing x number of executive and board members)	
4. Flower Shows, Garden Tours: Record planning and preparation time. Do not include time attending or viewing gardens by members.	
5. Administration of, Planning, Planting, and Maintenance: Community Gardening, Conservation and Environmental Projects and Partnerships. Record time spent in activity x number of volunteers participating.	
6. Special Events: Workshops, seminars/courses, District AGM, OHA Convention hosting, etc. (planning, volunteering and/or representing society as a delegate)	
7. Yearbook, Newsletter, Website, Social Media: Time spent planning yearbooks, newsletters, developing and maintaining websites and social media.	
8. Youth Activities: Time spent working with youth in schools, youth groups and within societies, etc.	
9. Other: (please specify)	
TOTAL HOURS	

Please ensure your volunteer hours, which are part of the Annual Information Report, are entered online by February 1st.

Keeping Ontario Beautiful