**GFWC-Charlotte Volunteer/Enrichment Hours Report Guidelines**

**VOLUNTEER HOURS**

* The reporting period is January 1 to December 31. The report is due on December 1, so please project any hours expected during December.
* Report any hours you spend working on any GFWC-Charlotte committee to which you have been assigned or for which you have volunteered. For example
* Report the hours you spend planning and preparing for any monthly meeting when you serve on that committee. This should include time spent contacting speakers, caterers, setting up rooms, etc.
* Report the hours you spend on projects such as the memory book, newsletter, website, fund raising, etc.
* Report the hours on any of the committees that support projects such as Mobile Meals, By Laws, SIREN Tea, etc., to help organize that project or attending committee meetings.
* Report the hours you volunteer on GFWC-Charlotte projects
	+ Report the hours you spend delivering Mobile Meals, SIREN Tea, reading at St. Mary’s, listening at Parkview School, Beautification, SEH Gift Basket and volunteering.
	+ Report the hours you spend working on sponsored projects such as Charlotte Expo, Women’s Health Experience.
	+ **Do not** report volunteer hours for work you do which is not part of a GFWC-Charlotte project.
* Board members should report the hours they spend at board meetings and preparing financial reports, minutes, or other reports.
* Report the hours you spend attending district or state level meetings. Do not include travel time in those hours.

**ENRICHMENT HOURS**

* Report the portion of the monthly meetings you attend that are educational presentations. Approximately 30 minutes each month.
* Report the hours you participate in GFWC-Charlotte activities such as Tea and Tomes, mini trips, arts and crafts, etc.
* You should include any hours you spend preparing special reports or information for any such meeting; e.g., reporting on an author.
* This should include the hours spent at the meeting, not the time reading the assigned book.