

Reporting your volunteer hours

Here's some help: You can refer to the guidelines about what to report. There is a Volunteer Hours Report Form for you to use in recording your GFWC volunteer hours. The form is in two versions. There is a pdf version of the form you can print and fill in using pen or pencil. If you keep it handy – mine is tucked in the back of my calendar – it will be easy for you to keep it up to date. If you have some basic knowledge of Excel, you may choose to use the worksheet version by saving it to your computer. These three documents are all available on the web site and are also attached to the email.

A word about the Excel version: It will automatically total your entries and even give a grand total of the columns/rows. It is password protected so you can use it without worrying that you will mess up the coding that does the totaling. That's why you won't be able to click in the totals columns. Those will fill in automatically. The Excel file is locked to protect the formulas that do the totaling for you. However, if you would like to unlock the document, the password is "unprotect". Save a copy of the document before you try experimenting so that you don't lose the entries you have already made.

In order to complete the Annual Report all that you need to submit is the total of each activity. The form is for your use in recording your hours. If you want to, you can send in the form, or you can just send in the totals. Whichever you choose to do is fine, but please do send in your hours.

Why do this? The hours you report are important. When combined with reports from others GFWC chapters, they make an impressive statement of the contributions our organization makes to our nation and even overseas. When we need to give our opinion to our legislators about some political issue that concerns women, or any other issues that we have concerns about, the documented contributions in both volunteer hours and financial support for all our projects gives GFWC's voice great strength and power of persuasion.