

SOCIETY VOLUNTEER HOURS FOR 2018-2019
VOLUNTEER HOURS FOR GROUP ACTIVITIES WILL BE SUBMITTED BY THE TEAM LEADER
Travel time to and attendance/participation at Streetsville Horticultural Society meetings is not included

Submit hours to Maureen Dodd mdodd@sympatico.ca

Description of volunteer hours categories

1. **Community Events**: Time working at local fairs, community outreach programs, staffing a booth/table, providing gardening information at local events such as Streetsville Bread and Honey festival, or other events such as Canada Blooms,
2. **Executive**, Board of Directors and Monthly Meetings: Include hours spent at Executive, Board and Regional meetings. Include planning of regular meetings, communication with other members regarding BOD matters
3. **Admin**-Board members, chairs, conveners, coordinators includes administration, organisation, paperwork, reports, communication, travel time etc related to these activities, secretary, treasurer, fundraising, premiums, speakers, refreshments, volunteer hours, membership, archives, draw table, silent auction, member education,
4. **Flower Shows, Workshops, Photo Contests, Garden Tours**: Include all hours related to administration, organisation, paperwork, reports, communication, travel time, for garden tours do not include time attending or viewing gardens by members.
5. **Community gardening**: include all hours related to planning, planting, preparation, maintenance, garbage pickup, meetings and communication with Mississauga parks staff (Rotary Park, Leslie Log House, other).
6. **Special Events**: District AGM, OHA Convention hosting, etc. include all hours including planning meetings, preparation, travel time and communication, Attendance at special events is not included.
7. **Publicity includes, Newsletter, Website, Society promotion** : include time spent writing articles for the newsletter, organizing, planning and producing newsletters, websites, advertising, flyers, Facebook, contact with other community groups,
8. **Youth Activities**: Time spent talking to school groups, youth groups within societies, etc.
9. **Other**: (please specify): includes set up, clean up at general meetings, providing refreshments for general meetings and helping at membership desk,
10. **Other**: all plant sale related hours, includes time digging plants at your own home, time caring for potted plants at your own home, time transporting plants to plant sitters and to plant sale location.

Travel time clarification- Travel time will be recognised if you need to drive or go somewhere to purchase, pickup, drop off items, or to organize events for the society, ex; to purchase/pick up plant premiums, pickup fundraising items, to purchase workshop materials, to arrange engraving of awards, photos to be judged, to collect pots, trays, boxes for the plant sale, to attend planning meetings for a District AGM, to view gardens for possible inclusion in a garden tour, or field trip.

SOCIETY VOLUNTEER HOURS FOR 2018-2019

Volunteer hours for group activities will be submitted by the team leader

Travel time to and attendance at Streetsville Horticultural society meetings is not included

Submit hours to Maureen Dodd mdodd@sympatico.ca

Enter a short description of your volunteer activity in the correct category, the date of activity and the number of hours

Activity	Date	# of Hours
1. Community Events:		
2. Executive:		
3. Admin:		
4. Flower Shows, Workshops, Photo Contests, Garden Tours:		
5. Community gardening:		
6. Special Events:		
7. Publicity includes, Newsletter, Website, Society promotion :		
8. Youth Activities:		
9. Other: (please specify) :		
10. Other: Plant sale:		
Submitted By:		