



FEDERATED WOMEN'S INSTITUTES OF ONTARIO

An Organization for Personal Growth and Community Action

WOMEN'S INSTITUTE VOLUNTEER HOURS RECORD

(Where you legitimately wear a WI badge to represent Federated Women's Institutes of Ontario. Ask yourself this question: "Am I volunteering here on behalf of the Women's Institute"? If "yes", then claim your hours.)

WHY record volunteer hours?

- to help FWIO understand the directions in which members are moving
- to justify grant money received from government ministries
- to show involvement of members in FWIO as a community volunteer organization (when briefs are submitted to government agencies)
- to have a record available when volunteer hours are required for a census or for tax credit purposes

WHO records volunteer hours?

- each member keeps track of her own time in her own way
- each member submits a list of hours to Branch Public Relations Officer for the Branch Annual Report

WHEN are volunteer hours recorded?

- monthly, in some branches
- yearly, in some branches
- totals must be submitted to the Branch PRO by April 1 for her annual report

WHAT hours are to be recorded?

Include activities such as: planning/preparation; to/from travel time; telephone; display set-ups; demonstrations; catering - shopping for supplies, baking, serving, cleanup; visiting; research for resolutions; entertainment; typing/cutting/pasting; photography; writing reports; completing questionnaires; judging time; doing inventory. In short, ALL hours spent representing FWIO.

e.g.	when a branch entertains at a nursing home and provides a birthday lunch	
	-planning meeting for party	1.0 hr.
	-preparing food	0.5 hr.
	-travel to/from party	1.0 hr.
	-party time	2.0 hr.
	-cleanup time at nursing home	0.5 hr.
	Total volunteer hours for each member	5.0 hr.

WHERE do you record volunteer hours?

Any system which suits you. Tally hours monthly on back of this sheet.

Provincial Office
7382 Wellington Rd. 30
RR 5, Guelph, Ontario
N1H 6J2
Phone (519) 836-8078
Fax (519) 836-9456

Revised November 1997
c:\wpwin\wpfiles\forma\branch\voluntee.doc