



# RSDWI NEWSLETTER

Hello WI Members!

I have been asked a few questions regarding the reporting procedure for volunteer hours and Education Reports - so I thought that I would send an email to answer some of your questions. Please share this information with those that it pertains to.

## Education Report:

As you may be aware (due to member feedback) the Education, Resolutions and Public Relations reports have been eliminated at the **Provincial Level** (these reports can still be done at Area, District and Branch level if you wish). Because of this, the Education report has been replaced with the ROSE Session Profile Form (attached). All other educational programs do not need to be reported at the provincial level - but they can be at the Branch/District/Area level if you wish.

You may be wondering what a ROSE Session is and how it compares to a Branch Program? A ROSE Session must have two things to be a ROSE Session:

- a) must be educational, and
- b) must invite the public to attend.

If you are wondering if the programs you have been holding are ROSE Sessions - please call Julie Annett at the Provincial Office (519) 836-3078 or email [roseprogram@fwio.on.ca](mailto:roseprogram@fwio.on.ca)

## Volunteer Hours

"At the request of members, the FWIO Provincial Board have changed the reporting format for volunteer hours. It is hoped that this change will simplify the reporting for individual members, while at the same time providing:

- justification for grant money received,
- involvement of members in FWIO as a Community Volunteer Organization, and
- an available record when volunteer hours are required for a census or for tax credit purposes".

(As stated on the Volunteer Hours - Branch Report Form for 2004).

Branches now have two ways to report their volunteer hours:

- 1) All hours contributed to planning/hosting/participating in a ROSE Session are reported on the attached "ROSE Session Profile Form." You can send these reports to the Provincial Office after each session.
- 2) All **other** volunteer hours are reported individually on the "Volunteer Hours - Branch Report Worksheet" (available from Branch Secretary) and then summarized (i.e. fundraisers, meetings, etc.) on the "Branch Donations and Hour Summary Report" (to be completed and sent to your District Secretary).

At the end of the year, we will combine the total number of volunteer hours from ROSE with the hours that the Branches have reported on the Hour Summary Reports. Branches are welcome to keep a record of both ROSE hours and Branch hours for their own purposes.

Note \*\*\*Please do not "Double Report" ROSE hours - ROSE volunteer hours are not included in your Branches total number of volunteer hours

## Valuing our Volunteers!

**Volunteers make strong communities.** Volunteers are truly an irreplaceable and valuable contribution to any organization or group. Traditionally there are two ways that we can express the value of our volunteers; through social and economic values. In addition to the social contributions that volunteers make to their communities, volunteers also allow non-profit and charitable organizations to extend their budgets beyond what they could otherwise afford\*.

One of the ways that we can demonstrate our value and importance to communities, grant-givers, stakeholders, partners etc. is by providing a total number of volunteer hours contributed to communities. This allows us to determine an approximate "value" we have invested in-kind to

communities.

Consider the impact your Branch has on your community with the following equation:

Estimate of the Value of Volunteer Activity (EVVA) = Total number of volunteer hours x Approx. hourly wage rate\*\* (available from Statistics Canada)

For example - if each volunteer hour is valued at approx. \$12.00/hour and in 2003 FWIO contributed over 500,000 hours of volunteer service - that would mean that this organization has invested over \$6 million dollars into communities across Ontario. This is a remarkable amount to contribute!

\* *TORC: Valuing the Rural Volunteer Toolkit* [www.torc.on.ca](http://www.torc.on.ca)

\*\* Michelle Goulbourne and Don Embuldeniya: *Assigning an economic value to volunteer activity: Eight tools for efficient program management.* Available [www.nonprofitscan.ca](http://www.nonprofitscan.ca)

## What constitutes a Volunteer Hour?

Any time that you are in the position of a WI member - this is considered a volunteer hour. For example, Branch meetings, preparation, travel etc.

Anytime you are doing anything on behalf of the WI it is considered volunteering. If you volunteer at the local nursing home (**not** on behalf of WI) than this would not be included in your volunteer hours.

(information taken from 2002 Volunteer Information Report)

Thank you for taking the time to read this long email! Please feel free to call me if you need any further clarification.

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