

# Guide to Recording your Volunteer Hours

## September 1 - August 31



*Drawing: Shirley Miller*

**The Bath Gardening Club welcomes and encourages all members to be actively involved when possible. The variety of volunteer opportunities is plentiful. Your support is gratefully appreciated.**

### Why your volunteer hours count

Your volunteer time is important. Every hour that you devote to the Club is valued by the community. **Please record your volunteer hours, preferably soon after each activity so that you remember to do so!**

The Ontario Horticultural Association provides resources to Ontario garden clubs in relation to the voluntary support received from club members. A more accurate measure of our voluntary contributions is the intended purpose of this form.

### Receiving & Saving the Form

You will receive an email from the BGC Secretary with an invitation to fill out the form. If you flag this email it will be saved to your flagged emails, and easy to find whenever you have hours to submit. **Flag it green!**

Another way to keep the form handy is to save the form's address to wherever you keep links to your preferred websites, such as in Favourites, Reading List or Bookmarks. After you open the form go to the address bar at the very top of your web browser. When you hover over the link in the address bar you can choose to save and add the page to your preferred toolbox.

### Filling & Submitting the Form

1. Use one form for each activity.
2. Enter your email for the option to receive a copy of what you sent.
3. Enter your name.
4. From the dropdown list of activities select one.
5. Enter the date when you volunteered:  
mm/dd/yyyy
6. Enter hours volunteered: 1.5 for example
7. Tap the radio button if you want an email receipt of your form.  
Sometimes a ReCaptcha question box will appear as a security measure.
8. Tap the Submit button.
9. A note will indicate that your form was submitted, & invite you to submit hours for another activity.
10. Hours are automatically updated to a spreadsheet summarizes hours by activity for reports to OHA.

### Three Important Notes

Our Club year runs from September 1 to August 31. If you have volunteered on several dates for one activity from September 2022 to February 2023 you may choose to group and total the hours under one date, and submit one form rather than several. As of September 2022 our project leads are not submitting hours for team efforts such as planting & clearing barrels & decorating the Village; therefore please record and submit all your volunteer hours.