

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.

Your volunteer hours matter

Every hour that you devote to the Club is valued by the community. Please record your volunteer hours after each activity as a habit! The Ontario Horticultural Association provides monetary support in relation to the voluntary contributions from club members. You can help us supply a more accurate measure of our volunteer commitment by using the online form.

Save the Form!

<https://forms.gle/GNZGtYrGZwABaDDq5>

Copy that link & paste it in the search bar at the top of your internet page. Save the form's link wherever you keep links to your preferred websites: - Favourites, Reading List or Bookmarks.

Filling & Submitting the Form

1. Use one form for each activity.
2. Enter your email to receive a copy of your form.
3. Enter your name.
4. Select the activity from the dropdown list that best describes your work.
5. Enter the date of your volunteer activity.
6. Enter # of hours: **1.5** (for example)
7. Tap the radio button for copy of your response.
8. Tap **Submit**.
9. A note confirms your form was sent, & invites you to submit another form.
10. A ReCaptcha question box may appear the first time using the form.
11. Your entries are automatically updated to a spreadsheet that totals the hours by activity for all respondents.
12. In January the hours are reported to OHA.

Important Notes

1. Our Club year runs from Sept. 1 to August 31.
2. If you volunteered several times for one activity you can total the hours under one date and submit one form rather than several.
3. Our project leaders do not submit hours for team efforts such as planting & decorating the Village; therefore, please submit all your hours.
4. Website: <https://bathgardeningclub.ca>
5. Questions: info@bathgardeningclub.ca

BGC Volunteer Hours - Activities
September 1 – August 31

Your name :

ACTIVITY	HOURS	MONTH
Executive & Board Meetings – attending meetings		
Executive & Board Members – planning, agendas, email, phone calls, document preparation, etc.		
Monthly Meetings – planning, agendas, email, phone calls, registration, set up, coffee & tea		
All other Meetings – planning, preparing, communications, attending, for all projects, events, partnerships, etc.		
Flower Shows & Garden Tours & other Outings – promotions, setting up, busing, attending events		
Planting, Preparation, Maintenance – community gardening, watering, seasonal decorating, Bugtel, etc.		
Special Events – attending workshops, parade & float, seminars, OHA AGM & convention, club luncheon, carolling, etc.		
Newsletter, Website, Social Media, Yearbook – preparation, maintenance, publication, etc.		
Youth Activities – outdoor classroom, education outreach		
Fundraising – plant & fertilizer sales, Bath Market support, promotions, other fundraising projects		