



Bath Gardening Club
Guide to recording your volunteer hours
September 1, 2026 to October 31, 2027

Your volunteer hours matter!

Please make it a habit to record your volunteer hours on the online form after each activity. The hours are indicators of our members' commitment to the Club's purpose, and are used to support grant applications locally and with the Ontario Horticultural Association. By using the online form, you are helping to provide a more accurate measure of our voluntary efforts. The chart of activities below can be a reminder to keep track of your hours.

Save the online form!

<https://forms.gle/GNZGtYrGZwABaDDq5>

Copy the link and paste it in the search bar at the top of your internet page and press **Enter**. Then save the link in your **Favourites, Bookmarks or Reading List** for easy, frequent access.

How to use the online form

1. Use one form for each activity.
2. Enter your email.
3. Enter your name.
4. Select the activity on the list that best describes your work.
5. Enter the date that you volunteered.
6. Enter the number of hours – **the numeral only, not words**. Examples: .5, 1.5, 3
7. Click the radio button to receive a copy of your response.
8. Click SUBMIT
9. A note confirms that your form was sent, and asks if you want to fill another form.
10. Your entries are updated to a spreadsheet of volunteer hours.
11. The total hours are included in an annual report to the OHA.

Important Notes

1. This year our fiscal year will run from September 1, 2026 to October 31, 2027.
2. If you have volunteered for one activity on several different dates, you can total the hours of that activity, enter the total hours on one form and enter one random date, instead of entering several separate forms for the same activity.
3. Our team leaders do not collect voluntary hours for group projects such as planting; therefore, please remember to submit your hours.
4. Website: <https://bathgardeningclub.ca>
5. Questions: info@bathgardeningclub.ca

Bath Gardening Club Volunteer Activities 2026 – 2027

September 1, 2026 – October 31, 2027 (please note the new fiscal year-end)

YOUR NAME: _____

Instructions: please use this sheet, or [the online form](#), to record your voluntary hours. Each activity in the list below involves a variety of tasks that may not all be named in the description. Therefore, please select the activity that best describes your voluntary hours. Thank you for your participation.

ACTIVITY	HOURS
COMMUNITY EVENTS – Sunday Market in Bath, village clean-up, Canada Day parade & float, carolling, promotions, other community events	
EXECUTIVE & MONTHLY MEETINGS – preparation, all forms of communication, documents, attendance	
EXECUTIVE & COMMITTEE & other ASSOCIATED MEETINGS – preparation, all forms of communication, documents, attendance, travel	
FLOWER SHOWS & Garden TOURS & other Visits – planning, preparation, promotions, attendance	
PLANTING ADMINISTRATION & MAINTENANCE – community gardening, Bugtel, Pollinator Garden, Memorial Grove, seasonal decorating	
SPECIAL EVENTS – OHA events, Communities in Bloom, workshops, seminars, club luncheons, other special events	
YEARBOOK, NEWSLETTER, FACEBOOK, WEBSITE – preparation, compilation, maintenance, publication	
YOUTH & EDUCATION – outdoor classroom, education programs & outreach	
OTHER – plant & fertilizer sales – planning, setup, sales; other fundraising projects	