



Volunteer Work Requirements

Let's clear up some confusion...

What gets reported for me?



Work you do on the day of the event *at* any club-hosted trial with an official Volunteer Coordinator. This includes Agility, Obedience and Rally trials.

The Volunteer Coordinator will submit your hours to the Volunteer Work Recorder



Set-up/Tear down at Agility, Obedience and Rally trials

The trial chair will submit your hours to the Volunteer Work Recorder



Attendance at Board/General meetings

This information will be taken from the meeting minutes

For trials, what gets reported vs. what do I report?

Reported by Volunteer Coordinator

“Day of” ring positions such as...



Timer



Scribe



Leash runner



Score runner



Bar setter



Gate steward



Ring steward



Course-builder
(between classes)

Self-reported - Support activities that can happen before, during and after the trial:

- Trial chair & committee
- Volunteer Coordinator
- Hospitality
- Raffle baskets
- Judge liaison/Judge's gift
- Parking attendant
- Ribbons/Trophies

What about
Matches,
Run-thrus,
Seminars,
ACT tests
and CGC
tests?

- Volunteers assisting with these activities should self-report
- Includes all activities associated with putting on the activity such as:
 - Organizing
 - Advertising
 - Set-up/tear-down
 - “Day of” assistance
- Primary organizer *may* be asked to verify hours reported



What can I report?

ANY time you spend
actively doing something
to benefit the club!



- ☐ Board Member/Vice President/Past President
- ☐ Club Secretary
- ☐ Committee (Specify in Description)
- ☐ Community Outreach - Advertising
- ☐ Event Coordination/Hospitality (non-trial-related)
- ☐ Facility Management/Maintenance
- ☐ Legislative Delegate/AKC liaison
- ☐ Liaison/Calendar Management
- ☐ Match/Run-thrus/Seminar/ACT/CGC
- ☐ Newsletter
- ☐ President
- ☐ Registrar
- ☐ Ribbons/Trophies/Plaques
- ☐ Training Director
- ☐ Treasurer
- ☐ Trial Chair
- ☐ Trial Prep - Site/Hospitality/Raffle etc.
- ☐ Volunteer Coordinator
- ☐ Volunteer Work Recorder
- ☐ Webmaster/Dropbox/Social Media
- ☐ Other: _____



An example of self- reporting

Jill Marie Chambers organizes the regular club hikes. She selects the site, composes the announcement emails, tracks and responds to the RSVPs. During the hikes, she acts as group leader and guide: she collects waivers, determines the pace and ensures the group stays together.

Jill should self-report all the time it took to plan, coordinate and execute the hike. She would report this as a Social Committee activity and could report it as a single event for each hike or as a cumulative total if there are multiple hikes in one month.

Note: Hike participants do not report any hours earned



Another example of self reporting

- Nancy Baumann does grounds & poop patrol for the Training Center. She also spends time shopping for supplies and replenishing the containers.
- Nancy should track and report all time spent doing this for the club. She would report this as Facility Management/Maintenance and has the option to report single work events or a cumulative total for time spent every month.

Be kind to your Volunteer Work Recorder!

- When possible, report cumulative time for the month.
- Descriptions are useful and welcomed, but please keep them brief! Beth will follow up with you if she has any questions.
- Report time in 15-minute increments if necessary.
 - 15 min = .25
 - 30 min = .5
 - 45 min = .75



And please...numeric format only!

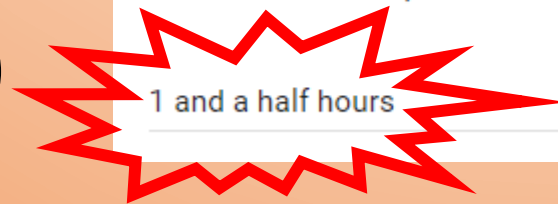
Correct



Hours worked - (Please enter as number only, e.g. 1.25 for 1 hour 15 minutes)

1.5

Incorrect



Hours worked - (Please enter as number only, e.g. 1.25 for 1 hour 15 minutes)

1 and a half hours



Questions about hours recorded?
Contact Beth at lambertbeth@comcast.net.

Technical questions about form functionality?
Contact Cheryl at moosedawgz@gmail.com