

VERMONT URBAN & COMMUNITY FORESTRY PROGRAM

Reporting Volunteer Hours

1. Visit: <http://www.vtcommunityforestry.org/node/add/volunteer-hours>
2. Start typing your last name. Your name will pop up; select your name.

Create Volunteer Hours

Name of volunteer

Kozlowski, Gwen

3. Enter the date of your volunteer event. If you are including hours from multiple dates, for example, tree board meetings since a certain date, please put the last date. You can clarify anything in the comments below.

Date *

Date

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

4. Select the town where the event took place.

Town *

- Select a value -

- Select a value -

Addison

Albany

Alburgh

Andover

Arlington

Athens

Averill

Bakersfield

Baltimore

Barnard

Barnet

Barre

Barton

event/activity took place.

Town Meeting Day, or surveying.

Please include prep time, the event, follow-up and travel time. The number of hours should be entered to at least two decimal places, e.g. 2.75 hours.

Required *

5. Enter the title of event. For example, “tree board meetings” or “town meeting day table”.

Activity/Event Title

For example: The Flower Show, Town Meeting Day, or surveying.

6. Enter the total number of hours that you volunteered. Please include travel time, preparation time, and follow-up.

Number of hours *

Total number of hours volunteered. Please include prep time, the event, follow-up and travel time. The number you enter will be rounded to the nearest two decimal places, e.g. 2.75 hours.

7. Enter the number of people reached by your volunteer event. If you are entering hours for attending a meeting, you can put ‘zero’. This field is for events like town meeting day or fairs, when you may talk to 25 people at your table.

Number of people reached *

Please estimate the number of people reached through your activity. For example, how many people did you talk to while tabling at an event?

8. Select the type of event you are entering. Tabling events fit under “Education/Outreach”. Tree Board meetings fit under “Other”. If you surveyed for an invasive pest, that would be “Pest Screening”.

Type *

- Select a value -
- Select a value -
Community Preparation
Education/Outreach
Inventory/Surveying
Pest Screening
Program Development
Technical Assistance
Youth Assistance
Other

describes your hours. If you have multiple types to report, create a sepc

9. Please add a brief description. If you are entering a series of events as one, like “tree board meetings from January to March”, please note that in this box.

Description of activity

Content limited to 300 characters, remaining: **260**

Please add any notes or description about your event that you would like us to know.

10. Select save!

11. Enter another event.