

## Volunteer Hours Recording Guidelines

- Board members, committee chairs and members and general membership of each auxiliary are encouraged to estimate the hours they spend on auxiliary business. This includes time in meetings as well as individual time working on any projects.
- Drive time may be counted if it is actually a part of auxiliary business (such as delivering signs, picking up contracts, etc.)
- Members who are estimating their hours should turn in a “Volunteer Hours Form ” on a monthly basis Each auxiliary may determine who will collect these forms for their group. The Corresponding Secretary collects these for KCSA.
- The auxiliary member who is collecting the forms (KCSA Corresponding Secretary) may either turn all forms over to the Manager of Events and Volunteer Engagement at the end of the auxiliary meeting(s), or at the monthly KCSAC meeting. The Manager of Events and Volunteer Engagement will compile all of the auxiliaries’ records into one database.
- These forms need only to be an estimate of volunteer hours; an exact accounting of hours could be time consuming and is not necessarily needed.