

## Reporting Service and Training Hours – How to and What Counts

### Why keep track of my hours?

- The hours you contribute can be used as a match on many of the grants our partners rely on to support their operations.
- So we see and celebrate the difference we are making in our community!

### How do I do log or turn in hours?

- Download an Excel or PDF version from the chapter website:  
<http://extension.missouri.edu/masternaturalist/columbia/index.html>
- You may also pick up a paper timesheet at monthly meetings, or at the Boone County Extension Center, or request a copy from a member of the Volunteer Opportunities committee or from Kent Shannon.
- If you have questions about filling in the timesheet, see instructions available at the chapter website.

### How often should I log or turn in hours?

- Completed timesheets are due **December 31**, either by email attachment to [mmnvolopps@gmail.com](mailto:mmnvolopps@gmail.com) or hardcopy to: MMN Program, University of Missouri Extension, 1012 N. Highway UU, Columbia, MO 65203-9545.
- It is recommended that you record hours as soon after the event as possible, and that you **keep frequent hardcopy or electronic backups**. You are solely responsible for keeping track of your hours and turning them in at the end of the year.

### What hours can I count?

- Chapter meetings: You may count one hour of service for attending a Chapter meeting, plus travel time to and from the meeting. Record this under the service code ADM.
- Chapter administration: Any time you spend serving on committees, working on newsletters, assisting with training, etc. counts on a one to one basis. Include any travel time involved.
  - For example, if you spend 2 hours at a committee meeting, which required you to travel 30 minutes each way, you may log 3 hours. Record this under ADM.
- Service hours: Record the number of hours you spend preparing for and doing service. Include any travel time involved. Use the appropriate service code for the activity. If you are preparing for a program such as Bats on Parade, count any time you spend researching and preparing your presentation as well as the actual presentation.
  - A description of approved volunteer opportunities will be available at chapter meetings and at the Volunteer Opportunities Information link on the chapter website.
- Advanced training: Record the number of hours you are in the session. Travel time does NOT count toward advanced training hours.

### A note about Advanced Training:

- Programs at monthly meetings will not count toward advanced training unless specified ahead of time (in the newsletter and meeting announcement, or at the meeting). If a monthly meeting program is designated as advanced training, record the number of hours of the program in advanced training IN ADDITION TO the one hour of service (plus travel time) you record for meeting attendance.

- Often service projects will have training associated with them. There is no hard and fast rule about whether to count that time as advanced training or service. In general, if the training is done onsite as part of the service, it will count as service. If the training is a course that must be completed before service, it will count as advanced training. Examples:
  - Advanced training:
    - State Park volunteer training
    - Water Quality Monitoring courses
    - Level 1 (and above) Fire Training
  - Service:
    - learning to use a seed cleaner
    - learning to identify butterflies in preparation for a project
    - learning to identify plants for seed collecting
- Advanced training projects must be pre-approved by the advanced training committee. Eventually, a list of approved Advanced Training opportunities will be posted on the web site. See chapter calendar for current advanced training postings.