

## 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 often should I log or turn in hours?

- Once a month is recommended, otherwise it's easy to forget

### What hours can I count?

- Chapter meetings: You may count one hour of service for attending a Chapter meeting. Record this under Administration/meetings.
- Chapter administration: Any time you spend serving on committees, working on newsletters, assisting with training, etc. counts on a one to one basis. If you spend 2 hours at a committee meeting, you may log 2 hours. Record this under Administration/meetings.
- Advanced training: Record the number of hours you are in the session. Travel time does not count toward advanced training hours.
- Service hours: Record the number of hours you spend preparing for and doing service. You may also count travel time related to service projects. 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 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 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.

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

- Pick up a paper timesheet at the Boone County Extension Center or request it from Kent Shannon at shannond@missouri.edu. Once you've filled in the time sheet, turn it in to Kent. The timesheet can also be downloaded from the Boone's Lick Chapter, at

<http://extension.missouri.edu/masternaturalist/columbia/>

The timesheet can be downloaded as a PDF, Word Document, or Excel Spreadsheet