



REPORTING YOUR VOLUNTEER HOURS

Volunteer Hours = time you work on committees, projects, thrift shop or are involved in any Assistance League® Foothill Communities business.

Keep it Simple: Keep track of your lump sum hours. There is no need to break down by activity (unless it helps you identify on your personal tracker) and calculate monthly by rounding up to the nearest hour. No fractions please.

Here are typical activities to include in your monthly total but not limited to those listed. The rule of thumb is “*any* activity related to Assistance League”.

- Meetings attended
- Prepping for meetings
- Reading publications related to Assistance League
- Telephone calls, emails or texts made in regards to Assistance League business
- Any research related to Assistance League
- Shopping for supplies
- Travel time to and from any and all Assistance League business
- Lunches where Assistance League business is discussed
- All activities related to the Thrift Shop
- All activities related to the Christmas Tree Brunch or any fundraiser
- Cleaning/organizing chapter facilities
- Any time spent in planning Assistance League activities, events, infrastructure
- Time spent scheduling or working Assistance League business
- Time spent in training, researching and learning Assistance League

Please report any “non-member” hours, i.e., family member(s) that work on Chapter projects. These non-member hours shall be listed separately from you as a member as they are tracked on a different line.

WHY DO WE DO THIS? Every year, chapter members donate thousands of hours in philanthropic programs, fundraising and administrative services to their chapter. To help ensure users of our chapter’s financial statement have a better understanding of the chapter’s operations and what programs and supporting services would cost if the services were not donated. In addition, National Assistance League requires the number of hours and the value of those contributed services to be disclosed in the footnotes to the financial statements.

WAYS TO REPORT:

1. There is a contact link provided on the first-week-of-the-month’s Weekly Update in the “Hours” column.
2. There is a contact link provided on our Website at alfc.org.
3. Or, you can physically look in your ALFC Phone Directory for the contact’s information.

DON'T DELAY. DO IT TODAY!