Frequently Asked Questions

Do we (individual members) HAVE to fill out the Member Hours form?

Not necessarily. Please work with your group’s secretary (or whoever has been asked to do this for your group) and find out what works best them and for your group. That person may prefer that you use the Member Hours form. Either way, it is still good to take a look at the form so that you know the kinds of things we are looking for. Other answers on this FAQ will refer to “the form” as though you have at least looked at it.

How is this information used? Will it affect county, district and state awards?

This information is used to tell the story of how OHCE impacts the state. We know that impact is HUGE, but we must have a quantitative way to respond to administrators and stakeholders when they ask us about that impact. The information is in NO WAY used to decide outcomes of any OHCE awards.

What if our county has a unique project that is not listed on the form?

We know every county has some unique projects. Unfortunately, we cannot list every project in every county. Also, our reports summarize most of the information, so a lot of the detail would get lost in the summarization any way. If you have volunteer hours or donations that are not listed, please add them together under “Other community projects.” Choose from either OHCE related or non-OHCE related.

If we provide information about “Other Community Projects,” do we need to list the projects?

No, we do not need you to list the other community projects, we only need total hours volunteered or total dollar values. We have, however, given you the option of either OHCE-related or non-OHCE related.

What are some examples of “other community projects” that are OHCE-related?

* Donation of fabric and other materials to a quilting event hosted by your county’s OHCE
* Baking and selling pies as an OHCE group fundraiser to help out a local family impacted by disaster

What are some examples of “other community projects” that are not OHCE-related?

* Cash donations or value of silent auction items to the United Way.
* Working with your church Mission League to provide “blessing boxes” at Christmas

What are examples of 4-H volunteer hours?

* Time spent leading a craft workshop at 4-H Camp
* Time spent speaking to a 4-H club about a topic of interest

What are examples of Family & Consumer Sciences (FCS) volunteer hours?

* Time spent assisting your County FCS Educator with a nutrition program at the public school
* Time spent at the Extension office helping your FCS Educator make copies for an upcoming event

What are examples of “Other Extension volunteer hours”?

* In some counties, OHCE members are asked to answer phones at the Extension office when all the county educators are busy.
* In some counties, OHCE members also volunteer for programs like Master Gardeners.

I attend Local/County/District/State meetings, but as an officer, I also spend time preparing for the meetings. Where do I put that preparation time?

Keep in mind that we summarize a lot of the data, so when entering hours spent at a meeting, go ahead and include any hours spent preparing for those meetings with your attendance hours.

Who uses the Group Hours form?

This is for the use and convenience of the group’s secretary or designated individual. Other members do not need to worry about the Group Hours form.

I’m a group’s designated individual. Am I required to fill out the Group Hours form?

The Group Hours form is for your convenience and is meant to help you tally the information given to you by your members. You do not have to turn it in to anyone. That being said…the online entry form is set up based on the Group Hours form, so it would probably help you quite a bit if you filled it out in advance of going online.

What if no one in our group has access to the Internet or is comfortable using the Internet?

Please have your group’s secretary (or designated individual) visit with your county educator about the best way to get your information reported.

I only see one form for entry. Last year we had one per month. Where did they go?

We will only have one entry form this year. One of the questions in the form will ask you for the month. This is going to make it a lot easier for everyone!

What if our group forgot to report for a month? Can we go back and enter?

Yes, you may go back and enter for previous months. There is no deadline for monthly reporting through the year. You can enter January’s data in April if you have to. That being said, as we approach the end of the year, it really helps our educators to get as much complete data for the year as possible by mid-December.

What if I have already entered for a month, but someone else gives me some information to enter for that same month?

It is perfectly fine for you to go back and make multiple entries for the same month. Just be sure you are only adding the new information.

What if I have problems with the website or the online entry form?

Contact [suzette.barta@okstate.edu](mailto:suzette.barta@okstate.edu) It is best to contact her during business hours.