

## Directions for Filling out the Member Hours Form – All OHCE Members

### Question 1: Dollar Value of Donations

For this section, we are looking for the dollar value of donations you have made this month. This can be either cash you have donated to a project or the value of in-kind donations you have made. We know every county has some unique projects. Unfortunately, we cannot list every project in every county, so if you have other cash or in-kind donations that are not listed here, please add them together under “Other community projects.”

We do not need you to list the other community projects, we only need total dollar values. We have, however, given you the option of either OHCE-related or non-OHCE related.

- Examples of “other community projects” that are OHCE-related might be:
  - Donation of fabric and other materials to a quilting event hosted by your county’s OHCE
  - Donation of a cake to a county OHCE bake sale
- Examples of “other community projects” that are not OHCE-related might include:
  - Cash donations to the United Way.
  - Donations of items to your church’s youth program, or other church-related donations

We know these last 2 examples are not OHCE programs, but they are still important impacts that you are having on your communities.

If no cash or in-kind donations have been made this month, it is okay to enter zero.

### Question #2: Hours Donated to Extension Programming

For this section, we are trying to find the hours you are donating to other (non-OHCE) programs in your County Extension office.

- 4-H volunteer hours might include:
  - Time spent leading a craft workshop at 4-H Camp
  - Time spent serving meals to youth at a 4-H club gathering
  - Time spent speaking to a 4-H club about a topic of interest
- Family & Consumer Sciences (FCS) volunteer hours might include:
  - Time spent assisting your County FCS Educator with a nutrition program at the public school
  - Time spent assisting your County FCS Educator with a sewing class at the local library
  - Time spent at the Extension office helping your FCS Educator make copies for an upcoming event
- Other Extension volunteer hours might include the following examples:
  - 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.

### Question #3: Hours Volunteered for OHCE-related Activities

For this section, we are looking for total hours that you spent volunteering in activities or events that are OHCE-related. As with Question 1, we know every county has some unique activities. Unfortunately, we cannot list every activity, so if you volunteer your time in ways that are not listed here, please add them together under “Other community activities.”

Again, we do not need you to list these other community projects, we only need total hours that you volunteered. We have, however, given you the option of either OHCE-related or non-OHCE related.

- Examples of “other community activities” that are OHCE-related might be:
  - You spend many hours planning and working at a quilting event hosted by your county’s OHCE
  - You spend hours planning and working at a bake sale fundraiser hosted by your county’s OHCE
- Examples of “other community activities” that are not OHCE-related might include:
  - You teach or assist at your church’s Vacation Bible School.
  - You get involved with the Day of Caring with your local United Way.
  - You spend hours planning and working an event for Chamber (or Lions, or Rotary, or etc.)

After completing your form at the end of each month, please turn it in to the individual in your club who has agreed to tally the numbers for the group.

THANK YOU!