Helpful Hints for Reporting Volunteer Hours & Donations

Purpose of Reporting

During the year, the Reporting team collects, collates and categorizes the information submitted by our members.

This information is presented in pie chart format on the website, and it is intended to show the impact our volunteer hours and donations make to the community.

- ✓ As GHWC approaches local companies for sponsorship support, the dollars we contribute and the hours we volunteer with local nonprofit organizations carry a lot of weight in helping them make their decision to sponsor
- ✓ Many people have the false impression that GHWC is a social club; however, by providing them with information on hours volunteered by our members, they quickly realize that we are a service club
- ✓ Many of our members are engaged in activities with other organizations which they can report to show the value they add individually and collectively to the community
- ✓ We provide these numbers to Flagler Volunteer Services as well for them to incorporate with total county wide volunteer hours. That in turn allows them to apply for state grants for local projects.
- ✓ This information is also provided to the IRS when appropriate or when needed.

How to Track Hours & Donations

Keep track of your hours and donations by Program and/or Project during the month. A single entry per Program can then be made by the 10th of each calendar month via the Reporting page on the GHWC website **www.ghwomansclub.org.**

The Community Service Program (CSP) Chair or her designee collects member volunteer hours and donations and enters these for the entire committee.

Many members volunteer outside of a structured committee. For example, mentoring students, creating an activity for a Membership Meeting such as a trivia game, cooking for the less fortunate, etc. These hours/donations are reported under the appropriate CSP. Mentoring would be reported under Education & Libraries, Trivia Game under Leadership, Cooking under Health & Wellness, etc.

If your project is not found under an existing program or project, select *OTHER* as your program and provide details of your project in the *COMMENTS* section.

In Kind Donations

An in-kind donation is any charitable giving in which, instead of giving money to buy needed goods and services, the goods and services themselves are given.

Purchases of tickets for or at fundraising events are **not** considered in-kind donations.

Donations to a CSP collection are considered in-kind donations but are **not** reported by the person making the donation. It is the responsibility of the CSP chair or her designee to total and record all donations received during the month. The person making the donation submits to the CSP chair the value of items donated as you have done below.

Donations that are not part of a CSP collection are also considered in-kind donations. However, these should be reported by the person making the donation. For example, if you donate items directly to a charity (Flagler Humane Society Thrift Shop, St. Vincent de Paul, Habitat for Humanity, etc.) you would need to determine the value of the items and classify it under the appropriate CSP. Humane Society = Environment, St. Vincent de Paul = Health & Wellness, etc.

For any other questions or concerns, contact the Immediate Past President or the Reporting Administrator. Their contact information can be found in the CONCTACT US page on the website.