

Time Reporting Helpful Hints

- 1 Purpose of Time Recording
- 2 How to Track Hours
- 3 No Online Access
- 4 In Kind Donations

Any other questions, contact the *Immediate Past President* by email @ GHWC.Past.President@gmail.com so they can be answered and added to this document.

Topic	Question	Answer
1 Purpose of Time Recording	What is done with the information entered?	During the reporting year, the Time 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 make to the community. This information is also used by the Flagler County Volunteer Services, it is also provided to the IRS when appropriate or when needed
2 How to Track Hours	How do I keep track of my hours?	<p>Keep track of your hours and donations by Program and Project during the month. A single entry per project can then be made by the 10th of each calendar month via the Time Reporting page on the GHWC website www.ghwomansclub.org.</p> <p><u>GUIDELINES FOR TIME REPORTING</u></p> <p>Committee Participation Refer to the Programs & Project List found on the Time Reporting page of the GHWC website (https://www.ghwomansclub.org/time-reporting) to locate the Program and Project for reporting.</p> <p>Committee chair (or their designee) collects member volunteer hours/donations and enters hours/donations for the entire committee.</p> <p>Volunteering Outside of 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 reporting under the appropriate CSP. Mentoring would be reported Education & Libraries, Trivia Game under Membership, Cooking under Health & Wellness, etc.</p> <p>Other If your project is not found under an existing program or project, select <i>OTHER</i> as your program and provide the name of your project in the <i>ACTIVITY DETAILS</i> box.</p>

<p>3 No Online Access</p>	<p>What if I don't have online access?</p>	<p>Contact the <i>Immediate Past President</i> by email @ GHWC.Past.President@gmail.com to provide the information and she will enter it for you.</p>
<p>4 In Kind Donations</p>	<p>¹ What is an IN-KIND donation? ² What is not an IN-KIND donation? ³ How is it reported?</p>	<p>¹ 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. ² Purchases of tickets for or at fundraising events are not considered IN-KIND DONATIONS. ³ Donations to a CSP collection are considered IN-KIND DONATIONS, but are not reported by the <i>person</i> making the donation. It is the responsibility of the <i>committee chair or their designee</i> to total and record all donations received during the month. The person making the donation submits to the committee chair the value of items donated as you have done below.</p> <p>Donations not part of a CSP collection are also considered IN-KIND DONATIONS. However, these should be reported by the <i>person</i> 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.</p>