

Guide for Reporting Volunteer Hours and Donations

To help clubs provide consistent numbers for their Club Annual Report, please use the following as a guide: To count as a volunteer and to record volunteer hours, **the project must be Rotary related**. In other words, the project must be one approved by the club as one of their service projects or fundraisers. See examples at the end of this guide.

Volunteers – Anyone who works at a Rotary related service project or fundraiser. Does not have to be a Rotarian. Spouses, kids, friends all count.

Volunteer Hours – Number of hours worked by people doing the service project or fundraiser. This includes planning sessions, time spent soliciting sponsors, time spent securing facilities and food. Must be Rotary related. Club service hours don't count.

Volunteer Hours to be entered in RCC, Club Annual Report, etc. – Hours spent by Rotarians and others invited by Rotarians, on planning and executing community service projects and fundraisers. The result of the project must be outside the club and it must have a Rotary public image impact. Estimates of hours are acceptable.

Examples - Here are examples of volunteer work that counts and examples of those that don't count.

1. A non-profit, in preparing for a major project, asks the Rotary Club to provide someone familiar with Rotary projects and grants for a planning committee. A Rotarian spends 20 hours in meetings and preparation. – **YES**
2. A Rotarian serves on the board of a non-profit. – **NO** (not Rotary related)
3. The club board meets for club management. – **NO** (Club Service)
4. The Service Projects committee meets to coordinate and track service projects. – **YES**
5. A gala committee meets to plan a club fundraiser to support projects. – **YES**
6. A committee meets to plan the District Golf tournament, a Polio fundraiser. – **YES**
7. The Rotary club is building a playground for a school. School and community representatives are involved in planning and construction. Family members are involved in construction. Do they all count? – **YES**
8. Two Rotarians and one of their spouses take a trip overseas to work on an international project. They have one travel day each way, spend 4 days working on the project, and one day at the beach (7 days total). How many volunteer hours should be credited? – 3 people x 6 days x 12 hours/day = 216 hours

9. Rotarians gather for a service project cleaning part of a river. Including spouses and children of the Rotarians there are 20 people from the community participating. Should you count the people from the community in your totals along with the spouses and kids? – **YES**

10. You volunteer to help at your son's fundraiser at his school. Do these hours count? – **NO** – not Rotary related.

11. You work the registration table for the weekly Rotary meeting. – **NO** (Club Service)

Donations – Funds spent directly on the project. Money to purchase items used in the project. For instance, mulch purchased for a school playground would be a donation. Mulch donated by a nursery would be an in-kind donation.

In-Kind Donations – Items that are donated for a project or fundraisers. For instance, a restaurant donates lunch for the project participants; in the above example, the donated mulch for the playground; hotel rooms donated for out-of-town participants.

Monetizing Volunteer Hours – to monetize the Volunteer Hours, multiply the hours by the current FEMA Volunteer Hourly Rate of **\$25.43**. This will monetize the hours for your calculations.