IDAHO MASTER FOREST STEWARDS | University of Idaho Extension

# Volunteer Activity Record

Name: _____ Reporting period: _____

Please complete this Volunteer Activity Record periodically and send a copy to the University of Idaho Extension Office in Kootenai County (keep a copy for your own files too, as a back-up). These can be sent in as you have volunteer hours to report or have a sheet filled out, but at least twice annually (April 1st and October 1st). Write up specific accomplishments, activities, or leadership roles that you are most proud of on the back of this sheet - toot your own horn and let us know what you have done for your community! Duplicate this sheet as necessary.

| Date | Activity Description[1] | Number of Contacts | | | | | | | | | | Total People | # Hours |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | Race | | | | Ethnicity* | | Age | | Gender | | | |
| | | Native American | Asian | Black | Caucasian | Hispanic | Non-Hispanic | Adult | Youth | Male | Female | | |
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[1] Note type of effort and audience. Examples of possible descriptions: One on one contact with another forest owner via personal contact, telephone, or e-mail, or on their property, volunteerism with forest owner associations (e.g., leadership in IFOA, volunteering on conservation district effort, etc.), development of publications, news articles or demonstration sites, etc, help with UI Extension programs (describe role).

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# Volunteer Activity Record: *Example*

Name: *Mary Monticola* Reporting period: *1/10/2010 to 3/30/2010*

| Date | Activity Description[2] | Number of Contacts | | | | | | | | | | Total People | # Hours |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | Race | | | | Ethnicity* | | Age | | Gender | | | |
| | | Native American | Asian | Black | Caucasian | Hispanic | Non-Hispanic | Adult | Youth | Male | Female | | |
| *1/15/10* | *Site visit to Joe Sylvan, forest owner* | | | | *1* | | *1* | *1* | | *1* | | *1* | *3* |
| *1/24/10* | *Tree ID talk to Lochsa County master gardeners* | | *1* | | *14* | *2* | *13* | *15* | | *3* | *12* | *15* | *2* |
| *2/10/10* | *IFOA Board meeting* | | | | | | | | | | | | *2* |
| *2/31/10* | *Wrote a 300 word column published in local newspaper* | | | | | | | | | | | | *3* |
| *3/2/10* | *Repeated e-mail correspondence with a forest owners on tree planting* | | | | | | | | | | | *1* | *1* |
| *3/15/10* | *Led 4-H group on a nature walk on trees* | *1* | | | *17* | *2* | *16* | *1* | *17* | *10* | *8* | *18* | *4* |
| *3/20/10* | *Answered questions at booth at forest owners conference* | | | | *5* | | *5* | *5* | | *3* | *2* | *5* | *2* |
| | | **Totals for these columns should equal total people for activity* | | | | ** see previous* | | ** see previous* | | ** see previous* | | | |

[2] Note type of effort and audience. Examples of possible descriptions: One on one contact with another forest owner via personal contact, telephone, or e-mail, or on their property, volunteerism with forest owner associations (e.g., leadership in IFOA, volunteering on conservation district effort, etc.), development of publications, news articles or demonstration sites, etc, help with UI Extension programs (describe role). Duplicate this sheet as necessary.

# Volunteer Activity Records: How to fill them out

One of our tasks with the Idaho Master Forest Stewards program is to report on our activities to provide evidence of return on public investments made in the program. Extension offices are also periodically audited to make sure we are complying with federal civil rights policies. Ethnicity, gender and age counts are required by USDA (for more information, go to http://www.csrees.usda.gov/about/offices/equalop_require.html) to provide part of the evidence that Extension programs have not actively or passively discriminated against any specific groups.

Idaho Master Forest Stewards do not necessarily have to target individuals of various ethnicities, nor should they ask individuals if they are in these various groups. But if you see folks you believe fall within the groups listed in the form, try to capture that in the numbers you write down, so we have that information to help document our compliance with UI Extension civil rights policies.

Other Notes:

- Only include hours spent actively volunteering. Participation in workshops or conferences is normally counted as continuing education towards re-certification. Some time spent at conferences can count as volunteer time if one is helping or teaching at the event for some period of time (e.g., time spent helping to take registration, time giving a presentation, time being present to answer questions at a display or booth).
- Volunteers can include travel time in volunteer hours, in proportion to the amount of time spent volunteering. (i.e. if someone attends a conference, volunteers for 1 hour and spends the remaining 7 hours listening to presentations, etc. travel time to volunteering should be reduced proportionately)
- For articles published in newsletters or publications, the amount of time can be negotiated out with extension person, but a general rule of thumb is to count 1 hour per 100 words published.

[Last revision: 9/14/2011]