

# VOLUNTEER ACTIVITY

**Volunteers are an essential resource that help Extension fulfil its mission. It is important that volunteer activity is accurately reported. It's recommended that volunteer activity to be reported monthly.**

Each month an activity report should be completed for each activity area you have volunteers. For example if you have Extension Master Food Volunteers and ECA volunteers you would complete 2 reports each month, one for each activity area.

Contacts made by volunteers should be reported in the volunteer activity report, do not add these contacts to your monthly contact report numbers.

If you have teachers utilizing 4-H curriculum in the classroom that report to you the number of participants, include these volunteers (teachers), contacts and hours in the volunteer activity report.



## New Volunteer Activity Report

Year	2018
County	Alamance
Month	November

Activity	Number of Volunteers	Total Hours worked by all volunteers	Known client contacts by volunteers
	Volunteers	Total hours	Contacts

Cancel

It is recommended that volunteer activity reports are submitted monthly.

Known client contacts includes face to face contacts and the distribution of newsletters, fact sheets, and pamphlets, but does not include estimated mass media or social media contacts.

Select the activity that best represents work of the volunteer(s).

Report the number of people who volunteered in the identified activity area during the reporting month.

Report the total hours worked by the volunteers.

# NC STATE

# EXTENSION