



ONTARIO HORTICULTURAL ASSOCIATION

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SOCIETY VOLUNTEER HOURS FOR 2016

Societies are encouraged to complete this form using the web site: <http://www.gardenontario.org/admin/login.php> If you need a password to log in, contact webmaster@gardenontario.org. By completing online, the total hours will be automatically tabulated. If you are not using the web form, please complete this form and send it to your District Director.

Your volunteer hour's statistics are an important piece of information about your society. They are an easy reference that illustrates how valuable your society is to the community. Volunteer hours can also be used to show where your society is spending its volunteer time.

Your volunteer hours are added to those from all the societies across Ontario and the resulting total is used by the OHA Board to demonstrate our collective contribution as volunteers to governmental agencies or when applying for grants. The cumulative number of volunteer hours certainly displays to others the value of Horticultural Societies in Ontario. For instance, horticultural society members volunteered over 487,956 hours in 2013!

Society Name & District	
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Activity	Hours
1. Community Events Time working at local fairs, community outreach programs, plant sales, Communities in Bloom, Success with Gardening, CNE, etc.	
2. Executive, Board and Monthly Meetings: Record hours spent at Executive and Board meetings by each member. This includes the set-up, planning and tasks of regular meetings. (Do not record time spent as an audience member at regular meetings.)	
3. Executive and Board Members: Record the total amount of time each executive and board member spends on work related to their role: planning, preparing, doing administrative work, etc. This includes the president, V.P.'s, directors, secretary, treasurer, committee members, etc.	
4. Flower Shows, Garden Tours: Record the total amount of time spent planning, preparing and working. (Do not include the time spent by members attending shows or viewing gardens.)	
5. Planting, Preparation, Maintenance Record the total time participating volunteers spend on community beautification and gardening.	
6. Special Events: Record the total time participating volunteers spend working on workshops, seminars, courses, District AGMs, OHA Convention hosting, etc. (planning, setting up and working - not time spent as an audience member.)	
7. Yearbook, Newsletter, Website: Record the total time spent working on these publications.	
8. Youth Activities: Time spent talking to schools, youth groups within societies, etc.	
9. Other: (please specify below.) - Time spent, planning, setting up and working at tasks not listed above such as fundraising events.	
TOTAL HOURS	

Signed _____ (Society President/Secretary)

Please return only **one completed form per Society** to your **District Director** by February 1, 2017

Keeping Ontario Beautiful