

Hello ladies of WITAN. As a follow-up to the 9/15 email announcing the temporary reduction in Community Service volunteer hour requirements for the 2020-21 year, here's a reminder of how to track your WITAN hours among the 3 reporting categories. We're about half-way through the WITAN year and since we often get questions in April/May about what or how to report, we're hopeful this will help clarify and set you up for success.

1.) Volunteer Hours (Community Service)

- A. Hours you volunteer on your own: such as sitting on other Boards, volunteering with other non-profit organizations (*excluding any WITAN-organized times*), and volunteering on committees.
 - i. Excluded are church and political work.
 - ii. Count hours 1-for-1 (1 hour volunteered counts as 1 hour service)
- B. Participating in WITAN-organized group volunteer opportunities (*i.e., Blessings in a Backpack; Access; Haven of Rest; etc.*). Also includes working an extra shift at French Market (*non-committee members only*); working at WOW Imagine Ball (*non-committee members only*); and working at other WITAN-organized fundraising endeavors (*i.e., Summit Mall Gift Wrapping*).
 - i. Count hours as double (1 hour volunteered counts as 2 hours service)
 - ii. Except, if a WITAN-organized volunteer opportunity is for monetary or in-kind donations for a selected area non-profit, a member can earn 3 volunteer hours for each in-kind opportunity. For example, if a member provides in-kind support by baking, grocery shopping to purchase items, cooking/providing a meal, delivering items, or by donating monetarily to the specific cause, etc. Note that if a member's invested time exceeds 3 hours, then their actual hours are to be counted. *An exception that does not qualify here are our standard General Directors' collection projects for in-kind donations to non-profits.*
- C. Donating blood counts as 10 hours for each donation
- D. Hours needed for 2020-21: Active=10; Conditional=5
- E. Track the total number of hours volunteered plus a listing of just the agency name(s) for reporting (*no need to track the number of hours with each agency*).

2.) WITAN Hours

- A. Consists of all work done within your Committee
- B. Consists of all work done serving on the Board
- C. A breakdown of the hours is not required
- D. Count hours 1-for-1 (1 hour volunteered counts as 1 hour service)

3.) French Market Hours

- A. Consists of all work done for French Market (*baking, work during set-up, your required shift hours, etc.*). French Market committee members should not include their committee work here. That goes under WITAN Hours.
- B. Count hours 1-for-1 (1 hour volunteered counts as 1 hour service)

It's suggested that you keep a monthly log of agency name(s) along with your hours, by category, on your calendar or phone. Tally the hours within the 3 categories at the end of each month so that in May you can simply add up the monthly totals for ease in reporting. If you have any questions, please feel free to contact me or your designated Cluster Leader.

Jeanette Foster
Volunteer Committee Director