

FCE VOLUNTEER HOURS
and
HOW TO REPORT

FCE Volunteer Hours are defined as hours that members or Units spend doing volunteer work sponsored by an FCE Unit, County, Area or State.

Only the hours spent on the lessons listed on the Educational Program guide may be counted for the State EPC Awards. Other hours may be listed on the accomplishment form under other totals.

Education Hours ~ Hours spent preparing and presenting an FCE Lesson to a unit or other group.

Action Hours ~ Hours spent preparing, making, and delivering items for an FCE project.

Leadership Hours ~ Hours spent attending a meeting for FCE ~ local, county, area, state, or national. This includes presiding or participating in a meeting where FCE business is being conducted.

Education Hours

Lesson/Program hours ~ The person presenting the lesson to the unit may report the hours spent in preparing the lesson, including research, making any visual aids and copies.

Presenting the lesson ~ Keep track of the amount of time the presentation takes.

Number of members who listened to the presentation ~ Volunteer hours will include the number of members who were at the meeting and heard the presentation.

The formula for a lesson presentation might look like this:

Preparation time – 1 hour and 30 minutes	= 90 minutes
Presentation time to the unit – 30 minutes	= 30 minutes
13 members listened for 30 minutes each	= 390 minutes
Total minutes: 90 + 30 + 390 minutes	= 510 minutes
510 minutes divided by 60 = 8 hours, 30 minutes	= total of 9 hours

******Hours are reported as full hours. Round up to the next full hour.******

These hours must be included in the minutes of the meeting for that day.

Report hours to the Secretary.

If Area Spring and/or Fall Meetings or District Recognition Days are attended, and if an educational lesson or activity is part of the program, these hours may be counted. If the program is just entertainment and awards are presented, the hours **cannot** be counted. **Report hours to the unit Secretary.**

If an outside person (FACS agent, County Health Nurse) gives a lesson to the Unit, these hours can be counted. **Report hours to the unit Secretary.**

Action Hours

The time spent collecting items to donate for any FCE (unit, county, area, state, national, ACWW) projects should be counted as well as the time it takes to deliver the donated items.

Report hours to the Secretary.

Example: If shopping for family foods, count the amount of time spent shopping plus travel time. Even though doing personal shopping, project items are also being purchased. An approximate amount of time might be an hour to go to the store, shop, and return home. Whenever purchasing items, remember to report the amount of time spent each month. These hours must be recorded in the secretary's minutes for that month in order to be reported on the Accomplishment Report at the end of the year. **Report hours to the FCE secretary.**

Leadership Hours

When newly elected Unit Officers meet to plan the future monthly programs, these hours should be counted. Each officer/member at that meeting reports the number of hours spent at the meeting. **Report hours to the FCE Secretary.**

EPC Committee members who attend meetings to plan lessons or activities may count these hours and must record them in that month's minutes. **Report hours to the unit Secretary.**

If a County FCE Council meeting is attended as an elected member, and the time is spent planning or presenting a program or activity, the hours may be counted. **Report hours to the unit Secretary.**

If a member attends the State Annual FCE Business meeting, the National Annual FCE Business meeting as a delegate or the ACWW Triennial as a delegate, the hours may be counted.

BOTTOM LINE

The point to remember: if a member participates in a program/activity that is sponsored by FCE, then volunteer hours can be recorded.