

San Juan County 4-H Youth Development
Monthly Activity Report

Name _____
Month _____ Year _____

Enter time spent to nearest half hour ----- Check box that applies to your work-----

Date	Start Time	End time	Total Time	Club/County 4-H Event	Deliver Ed. Training	Help at the Fair	Prepare for Ed. Training	Support/Office Work for Ext.
01/01	7:00am	8:00am	1				✓	

Use this form if you cannot submit to the online database reporting system at <http://ext.wsu.edu/testVolunteer>

Directions for Reporting Hours

Use this form if you cannot or prefer not to submit to the online database reporting system at <http://ext.wsu.edu/testVolunteer>

- Please provide both your first and last names at the top of the reporting page.
- The first line on the report is an example of how the form is to be filled out.
- Keeping an accurate record of your volunteer hours is crucial to the survival of the 4-H Program. This data is presented to the County Commissioners and WSU to demonstrate the impact you have in the community and secure future support for the 4-H Program. This process also documents your time for workers' compensation insurance and secures your eligibility to be a 4-H volunteer.

The following are some helpful hints on what each activity includes:

- **Club/County 4-H Event:** Includes demonstration contests, fundraisers, community service or other club and county events and activities.
- **Deliver Educational Training:** Includes 4-H club meetings where you are teaching about your projects and leadership skills.
- **Help at the Fair:** Includes time you spend at the Fair with your "4-H hat on".
- **Prepare for Educational Training:** Includes time spent preparing for your educational activities and events. Making agenda's, phone calls, sending email messages, preparing paperwork or curriculum, meetings with club officers, meetings with other volunteers/staff.
- **Support/Office Work:** Any time you spend supporting or working at the Extension Office assisting staff on behalf of 4-H.

Please call Cindy at the WSU Extension Office if you have any questions about recording your hours. 370-7662. Email: cgauthier@wsu.edu

Please submit to:
WSU Extension
Attn: Cindy Gauthier
221 Weber Way, Suite LL
Friday Harbor, WA 98250
or FAX: 360-378-2187