

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 spend 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 in attending a meeting for FCE ~ local, county, area, state or national. This includes presiding or participating 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 hr and 30 minutes	= 90 minutes
Presentation time to the Unit - 30 minutes	= 30 minutes
13 members listened for 30 minute each	= 390 minutes
Total minutes: 90 + 30 + 390 minutes	= 510
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.**

FCE Volunteer Hours

to be recorded in the secretary's minutes

Month	Name of Lesson	Lesson Presenter	Education Hours		Preparation Time	Presenting Time	Number present X length of Presentation	Volunteer Hour \$23.07
			Number of FCE members present	Number of non members				
Jan								
Feb								
Mar								
Apr								
May								
Jun								
Jul								
Aug								
Sep								
Oct								
Nov								
Dec								
Action Hours								
	Project	Shopping for items	Making items	Delivering items				
Jan								
Feb								
Mar								
Apr								
May								
Jun								
Jul								
Aug								
Sep								
Oct								
Nov								
Dec								
Leadership Hours								
	Unit	Unit EPC	County Council	County EPC	Area Council	Area EPC	State Board State EPC	
Jan								
Feb								
Mar								
Apr								
May								
Jun								
Jul								
Aug								
Sep								
Oct								
Nov								
Dec								

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