

## **Guidelines for Reporting Hours and Donations**

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Each year it is the Unit's responsibility to submit a report to The HSA headquarters that is a summary of volunteer hours and monetary donations made by its members. This information becomes useful to The HSA when approaching corporations or foundations that are considering giving financial support to The Society. The information is also used as an indicator of member commitment to the organization and its goals.

The following guidelines will assist in determining the hours and donations to be reported. Please be diligent in reporting. There are two ways to do this:

- Report online at South Texas Unit website on Member Information page.
- Report in writing to Unit Membership Chair.

Listed below are some of the usual activities we perform as a Unit member.

### **Presentations, including Unit meetings, Symposia, District, or National events:**

- All time spent in preparation and research, and in transportation of self and materials to and from the site, setting up and dismantling and delivering the presentation.
- Name of group to which presentation was given and approximate number in attendance.
- Non-reimbursed expenses.

### **Articles and publications:**

- All time spent researching, writing, promoting any articles, including local or national newsletter publications. Include title and date of publication.
- Non-reimbursed expenses.

### **Maintaining public gardens:**

- All time spent in planning, propagating, transporting to and from, working in garden.
- All time spent organizing garden workdays and any other related activities.
- Non-reimbursed expenses.

### **Host for Unit meeting or another Unit function:**

- All time spent in preparation of refreshments, purchasing supplies, decorating.
- Non-reimbursed expenses.

### **Fundraising:**

- All time spent in preparation of event, transportation, working at the site. Include location of event, date, and approximate number in attendance.
- Non-reimbursed expenses.

### **Board member (Unit, District, National), Committee member, special projects:**

- All time spent in preparation, travel, attending meetings.
- Meeting locations, date, approximate number in attendance.
- Non-reimbursed expenses.

*Revised May 2021*