

INSTRUCTIONS

1. The volunteer hours reporting period is January through December and report form must be in the Recorder's possession by Dec 31 (see methods below). **I cannot accept your form after Dec. 31st!**

2. Volunteer hours and meeting attendance are only credited upon receipt of the Member Volunteer Hours Report from the member. You may submit your hours report anytime up to December 31st to receive credit for this year.

3. In January 2018, status will be reported to key monitor, membership, awards, and registration committee chairpersons.

TO GET A BUILDING KEY FOR 2018 AND AWARDS FOR 2017 YOU MUST DO FOUR THINGS:

- Be a member in Good Standing (30 volunteer hours, 2 general/special meetings, all fees paid).
- Complete at least 30 volunteer hours and attend two General Membership or Special meetings during 2017.
- Make sure the Recorder (see below) has your member volunteer hours report on the form by Dec. 31, 2017.
Do not send to Membership Chairperson! It could delay receipt of your form by the Recorder beyond the Dec 31 deadline!
- Renew their membership (on the signed renewal form) and pay their 2018 dues/training fees and 2017 building assessment fees to the Membership Chairperson by Dec. 31, 2017. Pay the applicable key fee to the key monitor when you pick up your key in 2018.

The cost for a building key or classes in 2018 depends upon how many hours you are able to volunteer during 2017:

Less than 30 hours, no key/\$65 per class At least 30 but less than 41 hours = \$75 key/\$35 per class
At least 41 but less than 51 hours = \$35 key/\$30 per class 51 or more hours = free key/\$25 per class

Note: Those 65 and older are required to complete one-half of these hours for the applicable key cost.

Lifetime members retain current privileges. If you want a key, etc., you must file hours form as basis to compute fees.

<i>Be Sure to Include</i>	<i>Do Not Include</i>
All committee work (<i>Committee Chairs: You cannot grant any volunteer a set amount of hours for their work. They must report the amount of time it actually took them to do the task, which excludes transporting time.</i>)	Travel/commuting time to do a job (exceptions: travel time to officially represent MDTC at meetings or to deliver club brochures to vet offices)
Putting on or participating in demonstrations, parades, special programs, if representing MDTC.	Attendance at club social functions (e.g., picnic, Christmas dinner, etc.)
Helping with seminars, special programs, clean up sessions, picnic, Christmas party, trials, run-throughs, work parties, etc.	Attendance, observing, or exhibiting at MDTC trials, run-throughs, seminars, classes, or special programs (unless officially representing MDTC). "Available" does not count!
Instructor time (15 hrs/session) Assistant instructor time (10 hrs/session)	Work for which you were compensated or receive alternate credit in lieu of compensation.
Serving as MDTC officer or board member	<i>TO SUBMIT YOUR HOURS REPORT (by Dec 31):</i>
General membership meetings attended (just enter the month of the meeting, but <u>no</u> hours; these meetings do not count in your volunteer hours but two <u>are a requirement</u> —so <u>don't forget to list them!</u>)	1. Drop form in box on bulletin board at Club. Box has blank forms. Blank forms are also on web site. 2. Mail completed form to Barb Foley, 179 Alpine St, Newport News, VA 23606
To be counted, you must list dates and hours for each entry (omit hours for membership meetings; list month).	3. Email completed form to KeepsakePaps@aol.com (recommended because I will send you an acknowledgement!)
If you don't clearly note your hours, I can't count them (no question marks, "I can't remember when," "I think I," etc.) If you don't know, I can't credit you!	<i>Please, no phone submissions, emails without completed form, or photos of form from your iPhone, etc. (can't read them; blurry)! Get blank form at club or from the web site.</i>

EXAMPLE

NAME: _____

DATE SUBMITTED: _____

Date of Activity	Hours	Activity Performed
Jan 11, 2017	0	General Membership Meeting
Jan-Feb 2017 (Session I)	10	Assisted with Rally Class Tues pm Session I
Apr 2, 2017	6	Stewarded at MDTC agility trial
May-Jun 2017 (Session IV)	15	Taught Basic Class Thursdays 7-8 Session IV
Oct 22, 2017	.25	Purchased water/snacks for obedience trial (only actual time to purchase; not 1 hour!)