Volunteer Hour Credit System

The Volunteer Hour Credit System (VHCS) has been created in an effort to encourage OSC members to volunteer in events and activities throughout the year. Members will be able to document hours using Track It Forward, [www.trackitforward.com](http://www.trackitforward.com).

The OSC lapel pin or Hours Rocker will be awarded at each luncheon to members who have logged the minimum hours. The end of the year Membership Appreciation event will recognize members by awarding OSC Logo lapel pins, Hour Rockers, and Certificates of Appreciation. Members who logged a certain amount of hours will be consider for OSC Volunteer of Year and the membership will vote the winner.

There are three event categories in the VHCS: Fundraising, Charitable, Administrative

**Fundraising**— 1 hour credit for each hour volunteering for the event being planned. This includes, but not limited to, setting up/tear down, working the event.

 Happy Hours O’Club Decorating

 Luncheons Tour of Homes

 Welcome Aboard Basket Bingo

 Fall Fundraiser Spring Craft Fair

 Fall Craft Fair

**Charitable**— 1 hour credit for each hour volunteering in community projects

 Project - 2 hours per month X 8 months = 16 hours (*min estimate)*

**Administrative**—1 hour credit for each hour attending

 Board Meetings— 10 hours (estimate)

 Committee Meetings— 8 Committees

 Minimum of 1 hour meeting with average of

 3 monthly meetings— Min 3 hours, Max 24 hours

 (estimate)

 Planning, preparation, communication, and writing— logging hours and weekly updates of tasks completed.

*Log and task sheets due by the end of each month to the 1st Vice President, 2nd Vice President or the coordinator of the event. Once approved the member will receive credit for the hours by the Parliamentarian.*

**Example of logging hours**

Jane Doe goes to the Track It Forward website to register her email and name.

She goes to the log hours section and finds the drop down list and adds 6 hours for volunteering at the Welcome Aboard event. Those hours will be approved by the Parliamentarian who is administrator of the website.

Jane is serving on the Basket Bingo committee. She attends 3 monthly meetings and has spent 5 hours soliciting for donations. For the 3 monthly meetings she signed a sign in sheet at the meeting and has logged her hours on the website. The 5 hours of soliciting was done in one week and she documented the hours and task on a log sheet to be sent to the event coordinator for approval. Once approved Jane logs these hours on the website and sends the approved log/task sheet to the Parliamentarian.

**Award Chart**

20 Hours OSC Logo Lapel Pin

50 Hours 50 hours pin rocker

80 Hours 80 hours pin rocker

*Hours will carry over only to the following year as long as the member remains a good standing member and meets the OSC membership criteria.*

**Guidelines**

* The Parliamentarian will administer the hour tracking website.
* Each event or meeting will have a sign in/out sheet. The member must sign in and sign out for their hours to be approved.
* Other members cannot sign someone in or out.
* If there is a discrepancy, member needs to notify the Parliamentarian. If the discrepancy cannot be resolved the President will be notified for further investigation.

**How to start documenting hours**

* Trackitforward.com
* Click on Find Your Organization (it is written in blue)
* Type in Camp Lejeune OSC
* Register with your email & name
* Track your hours