



British Columbia Genealogical Society

Monthly Volunteer Hours

Name:																	Month:							Year:														
Day of Month	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31							
Task*	Hours Worked																													Task Hours								
Administration																																						
BC Research																																						
Communications																																						
Education																																						
Library																																						
Meetings																																						
Projects (briefly describe)																																						
Miscellaneous (briefly describe)																																						
Travel																																						
Daily Hours																																						

*See reverse for task descriptions

Please email to: hours@bcgs.ca

Last updated 2023.09.01



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VOLUNTEER HOURS CLASSIFICATIONS

ADMINISTRATION: Includes Treasurer, Membership, Secretary, Librarian, and Webmaster duties. Note titles of these persons beside their name on the spreadsheet.

B.C. RESEARCH Includes time spent researching B.C. subjects upon request.

COMMUNICATIONS: Includes email meeting notifications, GenBlast, Newsletter, Journal, Facebook, email and regular mail correspondence and notifications.

EDUCATION: Includes prep time and teaching time of courses to members and other interested parties.

LIBRARY: Includes reception, cataloguing, indexing, attending functions put on by or representing the Library, collecting & sorting postcards.

MEETINGS: Includes chairing meetings or presentations by members, Treasurer, President, etc., facilitating Chat Groups. **PROJECTS:** Includes time spent working on projects and should include the name of the project.

MISCELLANEOUS: Includes time spent on anything not covered by the above and detailed out.

TRAVEL: Includes time spent travelling to perform any volunteer activity.