



Extension Association of New Mexico Guidelines for Volunteer Hours

The Extension Association of New Mexico has a long tradition of tracking volunteer time for the Cooperative Extension Service. Volunteers are key component in the Cooperative Extension Service's mission of grassroots programming. Throughout Extension Programming, volunteers are utilized to leverage time and dollars of staff to make larger impacts in the local communities.

Timeline and Roles:

Quarters are April – June, July – September, October – December, and January – March

Member Forms should be filled out either monthly or quarterly and turned into Club Vice President.

Club Vice Presidents compile them onto the Summary Form and turn them into the County Vice President and County Extension Office one month after the quarter ends.

County Vice Presidents compile them onto the Summary Form and turn them into the District Vice President by May 1 each year.

District Vice Presidents compile them onto the Summary Form and submit them to the State Vice President by July 1 each year.

The State Vice President compiles them and turns them into the State Advisor and Cooperative Extension Service Director by October 1 of each year and then presents the summary at the State Meeting.

Section 1: Programs Taught

The first section is for programs you taught using something you learned in an Extension Club Meeting or a community program taught by the Extension Service. This leads back to the true mission of the organization which is to help Extension teach research based information throughout New Mexico.

List the program title, how many people were there and the number of hours including preparation time, travel time if you had to go to a different community to teach and even clean up time. If you are in charge of the educational program for your club during the month, put your time here. This does not include listening to the program that someone else is presenting.

Researching material and preparing an educational program for your club, would be listed this in the program section also. You would include research and teaching time for the program and the number of people you taught.

Section 2: Community Service Hours Related to Extension

The middle section is the time you spend on activities that support your club, county, or state organization and time you spend helping your Extension Agents or Extension Office. You can even include time you spend helping in the 4-H program or at the county fair. You can include the time you attend Extension Meetings in this section because you are planning activities or learning something to teach others. If you spend time finding a speaker for your club meeting, preparing a display advertising your club, preparing an article for county or state newsletter, or manning a booth

at a fair or event advertising the organization or an Extension program would be examples of items that would go.

Section 3: Service Hours Not Related to Extension Club Activities

This category is for your service as a member or officer within community groups **NOT** Extension related or Extension Association coordinated or led. Examples include: local home owner's association, library board, Rotary or Kiwanis, Eastern Star, parent-teacher organizations, etc. This category is also for reporting volunteer time mentoring/tutoring students at school, with local literacy programs, senior home visits/music programs, American Cancer Society, Red Cross, local health departments, etc. as long as the volunteer role is not related to an Extension-led activity or Extension Club activity.

Also report serving as a volunteer first responder, on a local school board, any governmental appointments, jury duty, or any other similar roles. All volunteer hours from planning, preparing and conducting the meeting or activity should be included, as well as travel time, phone and/or messaging time and activity/presentation time.

You can also use this section for discretionary reporting of any unpaid service to family, friends, and neighbors. This includes babysitting or caring for relatives not living with you, taking a neighbor or friend to the doctor and/or shopping, mowing the neighbors' lawn, shoveling their snow, raking leaves, etc. Church and faith-based participation such as choir member practice, Sunday school, transporting church members and other religious activities can also be included in this category.

Section 4 & 5: Donations

The bottom of the form is for you to note contributions you have made to the program or other groups in your community. You may include supplies you purchase for programs or events your club holds.

So What Is This Information Used For?

The Extension Association uses the volunteer hours when talking with stakeholders and potential members about the impact the organization is making across the state.

Extension Agents report the hours you give to their programming. This information is used in a variety of ways to show the need for and the value of Extension programming. Turning your hours in quarterly is helpful, because we must report on different calendar years and created reports at different times of the year. To help your local agent complete an accurate impact of his/her work it is important to know how what we taught was used to teach others or how the projects we work on was used to serve others.

Information that is helpful to Extension:

Volunteer hours contributed

If a program was taught

How many people were reach either during an activity or lesson

If you did receive donations to do the project, that amount is also helpful.

Thank you for all you do for your community! You are Amazing!



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