

## **RECORDING NON-BLUFF VOLUNTEER HOURS**

There is a **Blue Binder** next to the Sign-In Logbook (BLACK BINDER) in the FES Office. This is where your "other" (non-bluff) volunteer hours are recorded. These hours do not count toward your monthly bluff shift commitment, but are added to your annual hour total, and will be reflected in your Volunteer Hours pin. This pin is distributed at our Annual Docent Appreciation event in recognition of all your hard work!

*And remember...it is YOUR responsibility to record these "extra" hours. Every hour counts!*

### **Please enter on the log sheet in the blue binder:**

- Your name and the date of the activity you are recording
- The nature of the event or activity
- The total number of hours **including travel time** that you are reporting.
- **OPTIONAL:** You can pick up a copy of this form in the office OR request that a copy be emailed to you. You can track your non-bluff hours at home at your convenience. **Don't forget to turn this form in** (via email or hard copy) **to the office** at the end of each month (within a day or two!).

### FES related activities might include:

Committee meetings

Lectures, Exploratories, and Continuing Education Opportunities

Serving as an FES representative at events, fairs, and exhibits

Helping with FES Office Projects

Docent gatherings and celebrations

### **PLEASE NOTE:**

**DOCENT TRAINEES** - Your time spent in The Basics and FESU Classes (including your travel time) will be taken from sign-in sheet and recorded for you.

**CURRENT DOCENTS** – Your time spent in The Basics and FESU Classes (including your travel time) should be entered by you in the **Blue Binder**.