

## **Policy for Logging SCVN Volunteer Hours**

Each SCVN Volunteer and Trainee is responsible for logging their own volunteer hours in a timely manner. The record of volunteer hours is one way the organization demonstrates the value of our programming to the Forest Service and to our grantors and other donors. The record of volunteer hours provides for a process to recognize and thank our volunteers for the gift of their time.

Only the following activities are to be logged as volunteer hours:

1. Hours spent volunteering for a SCVN program or activity
2. Hours spent participating in SCVN or SCVN partners\* (SCVP, USFS, FOOSC, SARA, PLIA) education and training programs, activities, or official social events
3. Hours spent representing SCVN at partners' events, programs, or meetings
4. Hours spent working on SCVN committees or teams that support the functioning or activities of the organization
5. Hours spent attending a SCVN event or community presentation given by a SCVN member, such as SCVN-led hikes or walks or SCVN presentations at REI, the public library, or the Mt. Lemmon community center

Volunteer time logged includes travel time to the site of the program, prep, and set up time, as well as the time involved in the activity

### **Trainee Guidelines**

Trainees should log in the "Initial Training" category the hours spent attending training activities such as lectures, completing required observations and internships, reading, studying, and preparing for classes. A link ("Log Your Hours) in the Trainee Center will take you to the logging page.

Trainees who choose to attend or participate in other SCVN activities, such as Public Interpretation (PI) activities, should record those hours in the appropriate category. This also includes your travel time to and from the site of the activity.

\* SCVN partners:

- [SCVP](#) Santa Catalina Volunteer Patrol (usually referred to as "the Patrol")
- [USFS](#) U.S. Forest Service
- [FOOSC](#) Friends of Sabino Canyon
- [SARA](#) Southern Arizona Rescue Association
- [PLIA](#) Public Lands Interpretive Association (usually referred to as "the Bookstore")