

St. Louis Symphony Volunteer Association members contribute their talent and time to advance the mission of the STL Symphony. Tracking volunteer hours is an important way to assess the value of our organization to the STL Symphony and our community.

In order to make the tracking of hours as easy as possible the following document has been developed.

### **Types of Volunteer hours**

- General: these are the hours spent at General Membership meetings (held 3 times a year) and Winter Heat.
- Committee: these are the hours spent in committee meetings or at organized activities as a group.
- Individual: these are the hours where an individual is working for a committee not in a meeting, basically on their own.

### **How hours are reported**

- General hours are reported to the Secretary by the Director of Volunteer Activities based on the attendance at the General Meetings and Winter Heat at the end of the month in which the event occurs.
- Committee hours are reported **once** a month by the 10<sup>th</sup> of the month in one document to the Secretary by a person designated by the chairman of the committee to collect these hours.
- Individual hours are reported **once** a month by the 3<sup>rd</sup> of the month to the person designated by the chairman of the committee to collect these hours—if you do not report by the 3<sup>rd</sup>, your hours will not be reported until the following month.

### **Responsibilities**

- The Director of Volunteer Activities will provide the list of attendees at the event (General meeting or Winter Heat), the date of the event and the length of the event to the Secretary by the end of the month when it occurred. All hours reported to the Secretary should include travel time, which is generally figured as one hour.
- The designated person on a committee will report the volunteer names and the total hours for the month to the Secretary at the end of the month. This person is responsible for recording attendance at committee meetings and activities and the duration of those meetings. This person also collects hours from individuals who work outside of the meetings. All hours reported to the Secretary should include travel time, which is generally figured as one hour.
- Individuals who performed work outside of meetings must report their hours to the designated person for the committee that they worked for

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by the end of the month. All hours reported to the designated person should include travel time, which is generally figured as one hour.

This should show you that an individual who attends the three general meetings, Winter Heat, responds to five appeals for One and Done, collects gate money at Gypsy Caravan, shows two sets of school children how to play for Instrument Playground and volunteers for judging day with Picture the Music never needs to report hours because the committee has a designated person who will do that. This puts the responsibility of hours collection on the committee—record attendance, keep track of assignments (who is demonstrating for which school in Instrument Playground, who is cataloging for Picture the Music, etc.).

To facilitate this process, there have been two forms created. They are optional. One is a spreadsheet for the designated collector allowing volunteer names and their hours for the month. The other is a blank month calendar for an individual to keep track of hours. The chairmen are asked to supply the name and email address of their designated collectors to the secretary by September 1—if no designated collector is provided, it will be assumed that the chairman is handling this responsibility. If the secretary does not receive hours by the 10<sup>th</sup> of a month, a request will be sent to the designated person with the chairman and their VP as a CC. Late reminders will also be sent to the Executive Board with the president as a CC.

**Those reporting hours to the Secretary:**

*Designated Collector for:*

- Membership – New & Prospective
  - Membership – Regular
  - Membership – Communications
  - Membership – One & Done
  - Fundraising – Gypsy Caravan
  - Fundraising – Parties of Note
  - Education – Express the Music
  - Education – Picture the Music
  - Education – Instrument Playground
  - Education – Powell Hall Opportunities
- President  
VP of Membership  
VP of Fundraising  
VP of Education  
Chairman of Nominating  
Chairman of Bylaws  
Chairman of Advisory

**Specific Examples:**

Fundraising – Gypsy Caravan: The chairman needs to assign a designated collector of hours. That person will record the attendees at each steering committee meeting to determine those hours. If contracts has a meeting, the person who called the meeting should send a list of the people who attended and how long the meeting was to the designated collector. If a contract person works alone on assigning spaces, that contract person should report his hours on a monthly basis to the designated person. The volunteer coordinator for the event will report all the volunteer hours that were recruited to the designated person.

Fundraising – Parties of Note: The chairman needs to assign a designated collector of hours. That person will record the attendees at each committee meeting to determine those hours. For sub-committee meetings, the person who called the meeting should send a list of the people who attended and how long the meeting was to the designated collector. If an individual is making phone calls, doing computer work, etc. on their own, they need to report their hours on a monthly basis to the designated person. For each party, a lead person should report the “workers” and the hours to the designated collector. For the pick a party, the volunteer coordinator should report all the volunteer hours to the designated person.

Education & Community Programs – Picture the Music & Express the Music: The chairman needs to assign a designated collector of hours. That person will record the attendees at each committee meeting to determine those hours. Also that person should record the attendees at the various work days (cataloging artwork, reading manuscripts, judging day, awards night, etc.) and determine hours. Individuals who perform solitary work (computer entry, calling for judges, prep work for mailings, etc.) need to report their hours to the designated person on a monthly basis.

Education & Community Programs – Instrument Playground: The chairman needs to assign a designated collector of hours. That person will record the attendees at each committee meeting to determine those hours. For each school presentation, a lead person should report to the designated collector, who participated and how long everyone was at the school. For an individual who picks up the instruments from the SVA or does the scheduling, they need to report their hours to the designated person.

Education & Community Programs – Powell Hall Opportunities: The chairman needs to assign a designated collector of hours. Each team leader needs to report hours to the designated collector for the activities of their team—for example, for each coffee concert or bus valet need or tour day or Boutique sale or Youth Orchestra event, the team leader will report the volunteers who were

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assigned and attended and how long the activity took. The team leaders should report their individual time spent organizing the event to the designated collector.

Membership – Prospective & New Members: The chairman needs to assign a designated collector of hours. That person will record the attendees at each committee meeting to determine those hours. Individuals who mentor a new member or prep for the party need to report their hours to the designated person.

Membership – Regular: The chairman needs to assign a designated collector of hours. That person will record the attendees at each committee meeting to determine those hours. Individuals who call to find a place for the meeting, or perform any prep work on their own need to report their hours to the designated person.

Membership – Communications: The chairman needs to assign a designated collector of hours. Each team leader needs to collect and report hours to the designated collector for the activities of their team—this essentially means collecting hours from all the members of the team, since most of the committee members work independently.

Membership – One and Done: Since this committee is basically an assignment process performed by the chair and vice chair, one of them is responsible to report all the hours to the secretary.

Executive Committee: Since the secretary is at every meeting, the hours will be collected by the secretary for all executive board and full board meetings. **If the president or any VP is at a committee meeting or involved in activities such as awards night for PTM or ETM or collecting money at one of the fundraisers, their hours in attendance there should be included in that committee's reporting.** But all the hours they spend at home organizing presentations, calling people, etc. are individual hours to be reported to the secretary on a monthly basis.