Project leaders would report at monthly meetings.

If your agent has entered a list of projects specific for your county you will have a populated drop down list. If you do have a list not skip this step and type in a project name.

Today’s date will automatically appear- this can be edited.

If you desire to maintain a record of your mileage for volunteer projects, enter them here.

Report the number of hours served in each type of hour category. Don’t know what kind of hour? Consult the Volunteer handbook or your Agent.

If you solicited money or materials report the value here.

When speaking directly to clientele, report the types of people you impact. Casually keep this record- Do not feel that you need to ask individuals personal information.

If you did not work directly with an audience or individual- report the number of potential contacts you made with your writing or voice.