

## **CERTIFIED VOLUNTEER HOUR (CVH) PROGRAM**

### HISTORY

This program was previously called the Certified Volunteer Unit (CVU) Program. A Certified Volunteer Unit (CVU) was similar to the (CEU) Continuing Education Unit used to recognize individuals for completing adult and continuing education programs. In the past it was used for homemakers without any higher education or work experience to gain employment. A CVU is equivalent to 10 hours of volunteer time. Since CVU's are no longer used by the homemaker today to gain employment, it is felt by this 2009 IAHCCE Board that volunteer hours should be recognized rather than the confusing volunteer unit system.

### WHAT IS A CVH?

A Certified Volunteer Hour is an hour spent in preparing to conduct a volunteer activity and an hour spent directly in volunteer work. Both of these activities can be counted. Hours of service include time devoted to the county and state Home and Community Education organization as well as other volunteer groups. For example – hospital, school, church, senior citizens, scout leader, 4-H, civic, etc.

### WHO CAN PARTICIPATE?

All Illinois Association for Home and Community Education members may participate. Participation is voluntary. Each person that participates is responsible for keeping his/her records of volunteer service.

### WHAT IS THE PURPOSE OF THE CVH PROGRAM?

The program is intended to help you recognize your personal growth in volunteer leadership skills. It also recognizes and enhances self-esteem for participating members. This program is also a way of showing appreciation for valuable and essential services rendered by volunteers.

### WHAT DOES NOT COUNT TOWARD A CVH?

Anything that is done for a family member.

### WHAT COUNTS AS VOLUNTEER TIME?

The time you contribute without pay to others through HCE (unit, county, state) and activities in other organizations count as volunteer time. You cannot receive any pay for your work, but you can be paid for your out of pocket expenses while serving as a volunteer. It is the service to others that must be voluntary.

**GUIDELINES FOR COUNTY CERTIFIED VOLUNTEER HOUR**  
**(CVH) DIRECTORS**

Objectives: To help members to recognize their personal growth in volunteer skills.  
To recognize and enhance self-esteem for participating members.

Goals: To promote Countywide volunteering.  
To help members recognize their personal growth in volunteer leadership skills.  
To show members the valuable and essential services rendered by volunteers.

DUTIES OF THE COUNTY CVH DIRECTOR:

To help members to understand the CVH program.  
To encourage them to keep track of their hours.  
To help Unit CVH officers to teach members how to fill out individual CVH Summary.  
To fill out County CVH Summary sheet and send to IAHCE CVH Director by January 31.

## **WHAT ARE THE CATEGORIES OF VOLUNTEER SERVICE?**

1. Teaching and training – Includes all activities directly or indirectly related to teaching or training, telling or demonstrating specific skills or information. The initial presentation should include preparation time. Subsequent preparation should include only actual time spent in delivery of lesson.

Examples:

- Preparing curriculum materials for training.
- Delivering a training session or lesson.
- Presenting a planned demonstration.
- Presenting a talk to an organization.
- Training officers and education program chairmen.
- Developing or writing handbook, training guides, promotional materials, brochures, and questionnaires.
- Evaluating, analyzing and summarizing results and survey documents.

2. Public Relations –Includes all activities directly related to publicizing, promoting and/or improving the image of a specific individual, organization, or agency either locally, statewide, or nationally as part of a planned program or project.

Examples:

- Writing and/or delivering a radio or TV production.
- Coordinating a speaker's bureau.
- Speaking at an organizational meeting.
- Preparing brochures, posters, and newsletters.
- Speaking at governmental meetings.
- Recruiting new members.
- Conducting oral history projects.

3. Administration, Organization and Management – Includes all activities directly or indirectly related to organizing, managing or coordinating the activities of a project or service as an officer or chairing a committee within a unit, county, or state HCE. Serving as an officer or chairman in another volunteer organization also counts.

Examples:

- Serving as on officer or chairman for an HCE unit, county association, or other volunteer groups.
- Organizing a fund raising drive.
- Managing the budget for an activity, project, or fund raising drive.

## **WHAT ARE THE CATEGORIES OF VOLUNTEER SERVICE?**

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- Organizing a telephone survey.
  - Organizing a petition to government officials.
  - Organizing a membership recruitment drive.
  - Organizing a community improvement project.
  - Facilitating arrangements for an event (contacting speakers, making physical arrangements, etc.).
4. Other Community Service – Includes all activities directly or indirectly related to serving or providing services to other persons in a specific client population, the community at large, state, or region.
- Examples:
- Organizing and participating in fund raising for community projects.
  - Participating in community improvement projects, such as crime watch, neighborhood cleanup campaigns, supporting volunteer fire departments and rescue squads.
  - Providing companionship for shut-ins and aged.
  - Giving telephone guidance and reassurance (hot lines).
  - Adopting an underprivileged family and serving as a problem solver for them.
  - Stimulating community interest in government.
  - Assisting in voter registration.
  - Engaging in lobbying and proposing legislation.
  - Serving on advisory bodies to government.
  - Organizing self-help groups.
  - Forming coalitions for planning and action.
  - Participating in club or community efforts to appreciate people of different races, cultures, or locations.
  - Promoting urban/farm youth and family exchange visits.
  - Other (specify) (i.e. Religious organization service activities such as food pantry, clothing exchange, recycling, etc., which serve others.)

### HOW DO I RECORD MY VOLUNTEER TIME?

You will have to develop a system that works for you and discipline yourself to use it. Use a pocket calendar, appointment book, or index cards to record volunteer service information. Carry it with you at all times for recording dates and activities on the road.

## WHAT ARE THE CATEGORIES OF VOLUNTEER SERVICE?

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Transfer your record of volunteer hours to paper.

1. Enter the date (month/day/year) on which each service was performed.
2. Put in the hours of time spent. Round partial hours to the nearest whole hour.
3. At the end of each year of volunteer service time complete the Volunteer Service Summary found on page 75 of this Guidebook.
4. A member submitting their volunteer hours may claim up to the last 3 years of volunteer time not previously reported. Names of people with hours over 1000 for current year will be in the newsletter. Previous years will count for individual to receive certificate and seals.

### HOW DO I FILL IN THE VOLUNTEER SERVICE SUMMARY?

1. Total the hours on each record sheet you kept.
2. Enter each organization with its total hours on a separate line.
3. Add all hours volunteered and enter on "Total" line.
4. Fill in your name, address, etc. – MAKE SURE EVERYTHING IS READABLE! Please include phone number on your sheet you send in.
5. Turn in your Individual Volunteer Service Summary (pg. 75 of Guidebook) to your county CVH Chairman (these will stay in your county). Have County Units turn in the Individual Volunteer Service Summary sheet (page 75) to your County CVH Chairman or County President who will in turn fill out County CVH Summary (page 76). County CVH Chairman is to sign and date.
6. The County CVH chairman will fill out the County Volunteer Hours (CVH) Summary (pg. 76 of Guidebook) and mail the County CVH Summary to your IAHCE CVH/Sales Chairman listed on page 1 of this Guidebook by January 31<sup>st</sup>.

The Certificate of Recognition will be issued for the first 500 hours. For each additional 500 hours an embossed seal will be issued for you to attach to your certificate. The Certificate and 4 seals represent 2500 hours of volunteer service.

<b>Individual Volunteer Hour Summary</b>		
<b>Unit Name</b> _____ <b>Member</b> _____		
<b>Place Volunteered</b>	<b>Year of Hours</b>	<b># of Hours</b>
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
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16		
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23		
24		
25		
26		
27		
28		
29		
<b>Total Hours</b>		
<b>Signature of Unit CVH Chair</b>		
<b>Address</b>		
<b>Phone &amp; e-Mail</b>		

Copy page, as needed, to submit additional hours.

## **CERTIFIED VOLUNTEER HOURS MADE EASY**

The equation is simple: (the activity) + (travel and preparation) = number of hours.

If your activity requires an overnight stay (such as IAHCE Annual Conference), only your sleeping time is not included in your number of hours.

Yes, you, as a member of HCE, are a volunteer. You attend your unit meetings and you attend other activities: Lessons for Living, Membership Tea, etc. Take a sheet of paper and label it “(Your Unit’s name) HCE Unit”. Keep a running list of each activity and its hours for HCE.

Do you serve on the County HCE Board? If so, take a separate sheet of paper and label it “(Your) County HCE Board”. Activities here would include County Meetings, District Workshops, IAHCE Annual Conference, and your County Board work. As with your unit work, keep a running list.

Do you volunteer at a nursing home or hospital? Make a separate sheet for each category.

Your church work and church groups count also, as well as with any other volunteer club.

Did you help 4-H or serve as a judge for the County Fair? Do you volunteer for PADS, FISH, or BEDS? Do you assist a friend or neighbor? Are you involved in Hospice?

By now, you should get the gist of keeping your CVH hours. The categories are endless. Only family activities do not count. Keep all of your sheets together.

At the end of the year, total the hours on each category sheet. On your Volunteer Summary Sheet (or a separate sheet of paper), list each category and hours served using the following as an example:

(Your unit’s name) HCE Unit	# of hours
(My) County HCE Board	# of hours
Hospital	# of hours
PADS	# of hours
4-H	# of hours
Women’s Auxiliary	# of hours
Church	# of hours
Hospice	<u># of hours</u>
<b>TOTAL HOURS</b>	# of hours

Your Name, Address and Telephone Number  
Your County HCE

District \_\_\_\_\_

<b>County Volunteer Hours (CVH) Summary</b>		
<b>County Name</b> _____		<b>District #</b> _____
<b>Member's Name</b>	<b>Year of Hours</b>	<b># of Hours</b>
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
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23		
24		
25		
26		
27		
28		
29		
<b>Total Hours for County</b>		
<b>Signature of County CVH Chair</b>		
<b>Address</b>		
<b>Phone &amp; e-Mail</b>		

Copy page, as needed, to submit additional names.