Directions for <u>Impact of HCE</u> Member Contribution Report

For all HCE Members to complete <u>including officers at all levels:</u>

Please use the Member Contribution Report table to keep track of your HCE contributions to your community. Just record your hours in the categories of Events, Fundraising, Community Outreach, and Donations. Record keeping should be completed monthly with the calendar year beginning in June and ending at the close of May.

Donation hours may include the following: leading/attending meetings one-to-one or in a group setting; planning and developing reports, newsletters, agendas, and presentations; participation in extended electronic/phone conversations lasting 60 minutes or longer; travel time to activities, events, and meetings; ordering, unpacking, labeling, reading and distributing the Wisconsin Bookworms books; and involvement in creating craft and homemade cultural arts items to be donated in the community.

Next, on your chart, total each month's data. Then, at the close of May, total the entire year within the four categories.

Send the completed form to a designated person within your County before June 10, 2023. That person will add up the total hours and dollars for the year and submit the data for the entire County.

County Presidents or Designee:

Inform all HCE county members about this form which covers June through May. Tell them who to send it to before June 10, 2023. When the forms are returned in early June, **compile the totals** for your County.

Email the County totals to Lynn Marcks, Vice President of Family and Community Life, nicfoundation.Lynn@gmail.com, or mail this total data form to Lynn at N2837 County Road Y, Clintonville, WI 54929, before June 20, 2023.

Include this information:

County:_____District:_____

Number of members completing the Impact Form: _____

Events: _____ hours

Fundraising: _____ hours

Community Outreach: _____ hours

Donation Value (in-kind & monetary): $_____

Let your members know these totals through your HCE newsletter or annual report. Use the information in meeting with local officials and news organizations. Inform your community about HCE's involvements and contributions.

HCE MEMBER CONTRIBUTION REPORT FOR JUNE 2022 THRU MAY 2023 (See reverse side for directions)

Club member's Name: County: Club:

Event: Time spent in hours	June	July	August	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	Total Hours
County HCE Executive Board Meetings													
County HCE Spring Event													
County HCE Fall Event													
County HCE Educational Sessions													
HCE Club Meetings													
HCE District Meetings													
HCE State Meetings													
Event: Total Hours													

Fundraising Activities: Time spent	June	July	August	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	Total Hours
Fundraising Activities Total Hours													

Community Outreach: Time Spent	June	July	August	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	Total Hours
Wisconsin Bookworms Reading Program													
													`
Community Outreach Total Hours													

Donations: Estimated $ value	June	July	August	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	Total Value
Donations: Total Estimated $ Value													