

Volunteer Tracking Guidelines

The Maine Credit Union League tallies the total reported hours of volunteer time as submitted by credit unions across the state. Each year, Maine credit unions report thousands of hours of volunteerism, with their staff spending a significant amount of time supporting organizations and causes in communities across Maine. Volunteering enriches our society, brings communities together, and helps keep many Maine businesses and organizations afloat. It is important to track these efforts to ensure we are effectively communicating how Maine credit unions carry out our People Helping People philosophy when speaking with the media, political leaders, and the public.

In order to help the League ensure all reported volunteer hours meet the same standards, we ask that you keep the following guidelines in mind when submitting your credit union's monthly hours.

What Counts Towards Volunteer Hours?

- Do **not** include travel time needed to get to and from the volunteer destination; only include the actual hours spent volunteering in the report.
- The time a credit union staff member spends volunteering on a commission and/or board—*outside* of the credit union—**does** count towards the hours you can report.
 - ★ **However**, volunteerism carried out by your own Board of Directors **does not** count towards hours you can report. Volunteer hours can only be tracked for credit union employees.
- If an employee is staffing a table/booth/etc.—regardless of if it takes place within your credit union lobby or somewhere in the community—*during* operating hours to facilitate a fundraiser, this **does** count towards reportable hours.
- If there is any training time involved ahead of a volunteer activity, you **can** count that.

Questions?

You can submit your credit union's monthly volunteer hours through [the form](#) on the League's website. As always, please do not hesitate to reach out with any questions—

especially if you are unsure if an activity counts towards your volunteer hours—to Jake Holmes (jholmes@mainecul.org).