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.

Data is tabulated on a monthly basis. Please submit all hours for the previous month by the 10th of each month.

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 *not on behalf of your credit union* carried out by your own Board of Directors **does not** count towards hours you can report. The time a Board member spends on the credit union Board also **does not** count towards your totals as that is within their usual responsibilities.
    - ★ The time a Board member volunteers *on behalf of your credit union* **does** count.
- 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.
- ***New in 2026, the League is requesting that credit unions also share via the form how many of their reported hours were for Campaign for Ending Hunger/food insecurity initiatives to help us quantify Campaign volunteer impact.***
    - ★ For example, Campaign efforts include things like serving meals through a local meal program, packing boxes of food at your local food pantry, credit union-led fundraisers for the Campaign, etc.
    - ★ ***Note:*** Please still report all monthly hours—not *just* Campaign hours. The League is simply tracking how many hours throughout the year are on behalf of the Campaign to gauge Campaign volunteerism specifically as a subset of the overall volunteer impact.

Other Community Volunteerism Support That Counts:

- Campaign for Ending Hunger
- Soup Kitchen/Shelter
- Good Shepherd Food Bank
- Walk-a-Thon
- School Program/Activity
- Special Olympics
- Children's Miracle Network
- Habitat for Humanity
- Crisis Hotline
- Youth Athletics
- Youth Activities/Groups
- Animal Shelter
- Church Function/Activity
- United Way
- Serve on Non-Profit Board/Committee
- Blood Donor
- Salvation Army
- Literacy Volunteers/Financial Fitness Fair
- March of Dimes
- Maine Children's Cancer Program
- Benefit Fair/Fundraiser

- Multiple Sclerosis Society
- Alzheimer's Association
- Heart Association

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 Lauren Simonds (**lsimonds@mainecul.org**).