

2021 TIME SHEET INSTRUCTIONS

Even though almost half the year has passed, Carl and NEMCo Outreach would appreciate your completing the attached Volunteer Time Tracker for the remainder of 2021. Past known service hours for the first half of the year may be included - or - you can choose to just begin listing time with the month May.

We are hoping to recognize all volunteer efforts going forward. In addition to recognition by our own group, we would like to make Total Volunteer Hours known to the four entities that comprise NEMCo. To do this, we need a record of the work.

The attached Excel workbook is designed to assist in this effort. It is actually quite easy to update. Please save a copy of the document to your desktop, re-titling it to include your name.

A pdf version is included for those who don't have Excel or who are not familiar with it. To keep track of hours from the pdf - depending on your activities - you may need to print more than one copy of some of the pages (particularly page 2).

When using Excel, if you see a yellow bar to “enable editing,” click it. Each spreadsheet has been “protected” to allow “tabbing” from one cell to the next. Spreadsheets must be “unprotected” for editing purposes.

The information below provides a guide to the Excel Workbook (hopefully I am correct in saying that it is easier than it looks).

The first page of the workbook consists of an area to enter time spent attending regularly-scheduled monthly meetings. A “General Meeting” header has been listed since it is a meeting we all may attend. Other regularly-scheduled meetings and events can be added in the columns to the right of that. Some examples: RACES Meeting, EOC Radio Check, Steering Meeting, Outreach Meeting, WinLink-EOC Focus Group, Repeater Focus Group – whatever applies to your situation.

There are additional tabs in the workbook. The tabs at the bottom indicate what type of hours should be entered on each particular sheet. The total hours from each of these sheets will automatically summarize on the first sheet. The categories for volunteer hours (and mileage) are below. Examples for each are included but please note that this is not an exhaustive list. Categories may overlap – just give it your best guess.

All of the tabs, other than the “Non-NEMCo” one, relate to NEMCo volunteer activities. Everything you are doing for other reasons or other agencies should be placed under Non-NEMCo – no matter the category.

Administrative (website work, committee/presentation preparations, newsletter, assisting Carl)
Community Service (hours spent at community volunteer activities, such as food banks, fun runs, safety fairs, etc).

Courses and Training (hours spent taking or teaching courses or participating in training activities)

Drills and Exercises (time spent participating in drills and exercises, such as 5th Saturday)

RACES Nets (NEMCo ham radio nets)

Technical Support (any work on equipment; anything technical)

Activations (any work where NEMCo is activated in an emergency situation)

Other NEMCo Volunteer Work (if you cannot determine where to list NEMCo-related work, place it here)

Non-NEMCo Volunteer Work (list all of your non-NEMCo volunteer work here)

Mileage (for NEMCo activities; do not worry about this too much - list the information if you have it)

If you have questions, find issues, or have suggested improvements, please let Rosie know (rrschaffer@frontier.com).

We very much look forward to receiving your information at the end of the year.

Thanks!