

Cowichan Valley Hospice Society Monthly Volunteer Hours

Name:

Hours for Month of:

Description	Hours
Palliative: either palliative patient or family member: intake assessments, face to face, telephone, and debriefing. Include travel time	
VIHA: client visit time at CDH (patient OR family), energy work, CDH meetings, memorials (incl. Christmas Light-up), hospital gardening etc. Include travel time	
Vigils: organizing, sitting and travel time (also include 4 hours for each day with phone)	
Grief one to one: include face to face, telephone, debriefing and travel time	
Grief support groups: include group time, preparation, debriefing, set-up & clean up. Include travel time	
Wellness Care: care clinics and private treatments, plus set-up & clean up. Include travel time. (Please count treatments in patient's home under Palliative)	
Volunteer Support & Supervision: attendance at Pod & Volunteer meetings, phone calls with group & team leaders or staff, group leader preparation time, etc. & travel time.	
Board Activities: board meetings, time at fundraising events, preparation & research, making presentations on behalf of the board. Include travel time	
Fundraising: any activity primarily focussed on fundraising, including events, selling products, managing records and receipts, fundraising planning meetings, donor meetings, etc. Include travel time	
House & Grounds: maintenance & repairs (not CDH garden). Include travel time	
Office: bookkeeping, library, client & volunteer data management, welcoming clients, any other administration duties not related to fund raising. Include travel time	
Public Education: public speaking, information tables, community network meetings on behalf of hospice etc. Include travel time	
Training: basic and advanced volunteer training. Include travel time	
Misc: Anything else. Include travel time	

You may report your hours by using this table, **REPLY BACK** to vol.cvhs@shaw.ca OR you may send a simple e-mail message with your name and hours in categories, OR phone them in to 250-701-4242
Remember that your hours are very important to the Society as we use the total hours when applying for funding.