

# Guidelines for Reporting

## COMMUNITY SERVICE

### Administrative Service:

- Time spent planning or coordinating projects with city, county, state and federal agencies or their representatives.
- Time spent scheduling, coordinating and planning projects within the unit.
- Time spent conducting business within the organization relating to the Objectives and Purpose of BCHC.



- **What Counts for Administration:**
  - Planning clinics or workshops.
  - Planning events that are open to the public.
  - Volunteer Hours Record Keeping.
  - Newsletter Editor Hours.
  - Research for articles, or writing of an article to be published in a newsletter.
  - State and unit meetings
  - Secretarial duties
  - policy writing
  - COR time evaluating Background checks for Youth program
  - Insurance policy requests and renewal
  - Accounting
  - Officers training
  - Preparation for parade