

Dear Volunteers,

Thank you for all your hard work to help women get screened for breast and cervical cancer. We want to make sure that we capture all the good work you are doing so we can tell the Center for Disease Control and Prevention (CDC) about it. We need your help to do that! Please take the time to complete this match form.

Instructions are below.

We want to connect with you online to share resources, education materials, and event notifications but we need your email address to do that. Please put your name and email address here:

Name: _____

Email address: _____

How to calculate Volunteer Hours: When you turn in volunteer hours remember that all of this can count!

The hours that you spent:

- at the event,
- planning the event,
- promoting the event,
- making things for the event,
- totaling in-kind and volunteer hours and filling out the WVBCCSF forms
- and traveling to and from the event.

When you calculate in-kind donations what can count? Goods or services donated or purchased by volunteers to support WVBCCSF events.

- Raffle Prizes
- Speaker or survivor gifts
- Food
- Gas you used to travel while planning, promoting, and hosting the event
- The event space you are using to have the event - Either report how much you paid to rent the space or if you got the space donated for free, ask the venue what they would normally charge to rent the site for a private gathering like a family reunion and report that price.
- Decorations that were purchased by you or your group or donated to you or your group.
- Performances - If you have a band play at your event and they normally charge \$200.00 to perform but they play for you for free you can count that \$200.00 as an in-kind donation.

Please return forms within one month after your event.

You can mail a paper copy to:

WVBCCSF

ATTN: Charlene Hickman, Director

350 Capitol St., Rm. 427

Charleston, WV 25301

You can also email an electronic copy to Charlene Hickman at charlene.m.hickman@wv.gov.

If you have questions about the form, please call **304-414-0607** and we will be happy to help.

Volunteer Hours: Volunteer hours are the time that you spend planning, organizing, running, and doing the report out for your event.

When you donate your time to WVBC CSP you help us meet requirements for our grant. It is important that we capture all of the time our volunteers spend working on BCAM events.

Example:

- I spent about 3 hours every day for 2 weeks to get ready for this event. 3 hours x 14 days = 42 hours
- On the day of the event, I worked from 8 am until 6 pm setting up, running the event, and cleaning up. Add 10 hours
- I spent 2 hours filling out paperwork and reporting on the event with my WVBC CSP contact. Add 2 hours
- I volunteered a total of 54 hours of my time on this event.

Remember to capture all the hours that your friends and family spend helping out too!

Some volunteers such as nurses, doctors, nurse practitioners, and professionals who do their jobs at your event can be counted at a higher per hour rate. This table will help us calculate these higher rates. There are some examples in the blue boxes to help you get started.

Volunteer Name	Community Member	Nurse A Nurse who provided education, was a guest speaker, or provided screening services at your event	Doctor A Doctor who provided education, was a guest speaker, or provided screening services at your event	Nurse Practitioner A Nurse Practitioner who provided education, was a guest speaker, or provided screening services at your event	Professional A professional who volunteered to work your event doing their profession (example: a photographer volunteered to take pictures at your event)	Total Hours Volunteered This includes the number of hours planning, doing, and reporting
<i>Mary Smith</i>	<i>Put up flyers</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>	20 hours
<i>Dr. Evans</i>		<i>n/a</i>	<i>Guest Speaker</i>	<i>n/a</i>	<i>n/a</i>	3 hours
<i>Dan Jones</i>		<i>n/a</i>	<i>n/a</i>	<i>n/a</i>	<i>Florist- did decorations</i>	12 hours
<i>Betty Phipps</i>	<i>Event organizer</i>					25 hours

Donating space to hold meetings and events is one way that people can help.

Did anyone donate space for you to have planning meetings or to have your event?

How much would you normally have to pay to rent that space?

Total Value of Donated Space _____

If the Media covered your story or advertised your event that helps too!

Our event was covered or advertised by:

Please circle one

- Newspaper** Name of Paper _____
 - How many days did the story or ad run? _____
- Local TV Station** Name of Station _____
 - Did they do a story or an interview? _____
- Radio Station** Name of Station _____
 - How many times did the story or ad run? _____
- Organization Newsletter** Name of Newsletter _____