

Friends of Upton State Forest Volunteer Service Recording Form Instructions

When you volunteer your time to benefit Upton State Forest it is important to keep a record and to report it to the Friends. This time can be used toward in kind grants, to honor volunteers and to show public involvement and stewardship. *You can also record donations to FUSF on this form. (See sample below). Thank you for your time and cooperation in providing this important information.

Sample Entries:

1. Date: 01/19/09
2. Work done, meeting or event attended. Describe briefly.
Some sample entries:
 - Work party. Trail clearing. Middle Rd.
 - Work party. Headquarters. Raked lawn, spread mulch.
 - Annual Meeting: baked refreshments.
 - DCR workshop: Mt. Wachusett
 - Legislative hearing: testified for bill xxx
 - *Donation: \$20.00, General Fund (or other), Check #
3. Time: 9AM-10:30 AM
1 ½ hours
4. Mileage: (If you travel on behalf of FUSF please indicate the mileage or address.)

Below is a list of some (but not all) of the activities that should be recorded. If you are in doubt you can contact a board member or if you list it and we have a question we will contact you.

- Attendance at committee meetings or members meetings. Telephone Committee duties.
- Time spent preparing for, manning and cleaning up after FUSF events and meetings.
- Time representing FUSF at outside events, meetings, hearings, conferences, workshops.
- Time spent on writing projects: For example: grant proposals, press releases, newsletter articles, meeting and event reports.
- Time spent working on trails or the trailhead at Upton State Forest. This can be done at sponsored work parties by FUSF or others or through Adopt-a-Trail.
- Time spent at Headquarters area or CCC Way. Raking lawn, spreading mulch, planting and watering flowers, stocking map boxes, picking up trash, cleaning building, etc:
- Preparing and setting up displays for a FUSF or other event.
- Interviews and research time done relative to USF history for a FUSF project.
- Presenting programs at FUSF meetings or for other organizations on behalf of FUSF.
- Administrative work. Secretary's reports, Treasurer's records, Auditor, membership records, checking PO Box, thank you notes, letters to public officials, website updates.
- Parking lot surveys.
- Leading hikes at Upton State Forest.
- Fund raising activities.
- Baking for a FUSF meeting, bake sale or event.

If you are a member of another organization that supports USF, trails, user activities or the Department of Conservation and Recreation please indicate on the top of the form. We like to acknowledge our partners and sometimes they check with us to verify hours you report to them.