

Defining Volunteer Hours for GCU Reporting

GCU asks lodge members to report their events and volunteer hours because it is crucial information for our mission and our lawful obligation as a fraternal benefit society. GCU's impact is only as good as the lodge reports we receive every quarter. Please seriously consider the following guidelines for accurate reporting:

- ✦ There are only two categories for reporting events/activities and volunteer hours:
 - Community Service
 - Fraternal Fellowship & Support
- ✦ **Community Service** is defined as assisting those in need or improving the community-at-large. Social activities that benefit a charity or cause will be considered community service. Examples: Helping Hands Day, clothing drive, spaghetti dinner fundraiser. **Community Service is not parish volunteering or activities.**
- ✦ **Fraternal Social & Support** is defined as social, educational, cultural, religious, recreational, or patriotic activities; as well as activities necessary to maintain the local lodge, personal development of members, assisting at local parish for fund raising events, activities that advance the GCU mission or build fellowship among members. Examples: holiday party, member recognition, junior activities, pirohi making, maintenance, etc.
- ✦ Report hours contributed by lodge members or others who work on projects directly sponsored by the local lodge or activities lodge members participate in individually.
- ✦ Round off hours to the nearest whole number i.e. 7.75 hours = 8 hours
- ✦ Estimate hours based on time spent actually performing a service to others and/or members attending, organizing, planning, traveling to and working events.
- ✦ Volunteer time spent at a church function should only be counted if the local lodge organized the activity. If a lodge member or members **volunteer their time** individually to assist at their parish for fundraising, maintenance or other activities to benefit the church hours should be credited in Fraternal Support. Participation during religious services (cantoring, ushering, etc.) is not volunteer participation and should not be counted.
- ✦ Counting the number of events is also important; an event will be defined as a lodge fraternalism function or a lodge-sponsored gathering of two or more members. See above definitions for appropriate category.

Note: we track total dollars spent by the lodge on each category; disbursement amounts are taken from the financial reports.

When notes are unclear about number of events, volunteer hours or financial disbursements, our best judgement is used.