

Volunteer Hours Policy

As of September 16, 2022

Board members and volunteers are required to fill out a Volunteer Hour Tracking Sheet every month. Information on volunteer hours and the fillable tracking form can be found on the Soap Donation Center website under “Documents”.

It is the official Soap Donation Center policy that board members track their volunteer hours from the first to the last day of the month. This form will then be sent to the Secretary the following month when the board member is replying to the Board Packet and Consent Agenda (BP/CA) email confirming that the contents have been read:

1. The board member tracks their volunteer hours from the first to the last day of the month (e.g. August 1 - August 31).
2. The Secretary sends out the BP/CA email one week before the upcoming board meeting (refer to the BP/CA Policy).
3. The board member reads all of the contents of this email and follows the BP/CA Policy by responding to the Secretary and acknowledging that the materials have been read. In this reply, the board member also attaches the volunteer hours sheet from the previous month (e.g. The board member tracks through August. The Secretary sends out the BP/CA email for the upcoming September meeting. The board member sends the August volunteer sheet when replying to the September BP/CA email).
4. The Secretary compiles the volunteer sheets and sends them to the President to be uploaded to the website.