

DEVELOPING A COUNTY VSU PROGRAM

The Volunteer Service Unit (VSU) Program is a system for documenting and certifying time spent in volunteer activities. This program is for Extension Homemaker volunteers who wish to use records of volunteer services for the purpose of recognition, potential employment or advancement, volunteer career advancement, or personal satisfaction.

- 1) The Chairperson of the VSU Program at the state level is the Educational Chairman for Leadership Development.
 - A. Each county is *strongly encouraged* to appoint/elect a Leadership Development Chairman.
 - B. The County VSU Chairman is expected to attend and receive training from the Area Leadership Development Chairman sometime in late spring/early summer. [The Area Leadership Development Chairmen receive training each spring at the state KEHA Leadership Chairmen Training session during the KEHA Annual Meeting.] A packet of materials will be distributed to each county for your use with county clubs.
- 2) The duties of the County VSU Chairman should be clearly defined at the time the program is initiated at the county level. As the program is put in place/established, the following duties are carried out:
 - A. The County VSU Chairman will promote and publicize the VSU Program to each club.
 - B. The County VSU Chairman may arrange a VSU training for individual members or club presidents/representatives who wish to participate in the program. A suggested training meeting program might include:
 1. Introduction, background, and advantages of the VSU Program;
 2. Explanation of Volunteer Service Log and where to find the log;
 3. Discussion and practice in filling out and documenting volunteer service hours;
 4. Discussion about due dates within the county, within the area in order to meet the state deadline of March 1;
 5. Explanation of VSU Recognition Certificates (when and how awarded, etc.,; and
 6. Questions and Answers.
 - C. Clubs and individual members send logs to the County Chairman by the county due date.

- D. The County VSU Chairman will review the volunteer service logs, verify and certify the Volunteer Service Unit Logs if necessary, and send them to the KEHA Area Leadership Chairman. The Area Chairman will tally all county reports and then send them to the state KEHA Educational Chairman for Leadership Development.
- E. The state KEHA Educational Chairman for Leadership Development will issue certificates and arrange for recognition of recipients on the state level.
- F. The Area Presidents will make arrangements to distribute the certificates received from the State Chairman to the appropriate members and arrange for area and county recognition and publicity.

OUTCOMES & RECOGNITION

VOLUNTEER SERVICE UNITS CERTIFICATES*

- **Individual.** Each member who records 500* or more hours of Volunteer Service Units will be recognized with a certificate to be presented by the area president at the Area Annual Meeting. A statewide listing of certificates presented will also be distributed at the KEHA Annual Meeting. Report your actual volunteer hours for the year July 1 to June 30. Once you have sent in your annual VSU report to the County Leadership Development Chairman, begin a new log of hours starting with “0”.
- **Club.** Clubs, whose members have accumulated a minimum of 1000 project volunteer hours toward a club project or projects, will be recognized with a certificate to be presented by the area president at the Area Annual Meeting. A statewide listing of certificates presented will be distributed at the KEHA Annual Meeting. Report your actual volunteer hours for the year July 1 to June 30. Once you have sent in your annual VSU report to the County Leadership Development Chairman, begin a new log of hours starting with “0”.

**Certificates will be issued for actual volunteer hours.*

WHAT COUNTS AS VOLUNTEER HOURS

KEHA Individual

Regular Monthly/Quarterly/Yearly Meetings

1. **Serving as an Office or Educational Chairman:** Driving time to and from Officer/Leadership Trainings, preparing the information to present to your club, attending County Advisory/County Board/Area Board meetings as President or as designated by your club or Club President, County or Area
2. **Being the Learning Session Leader:** Driving time to and from the place where the session is being taught, receiving the session, preparing the information to present to your club and giving the lesson.

3. **Providing Transportation for Other Club Members:** Driving time to and from club meeting, trainings, etc. related to club activities.
4. **Extra club meetings (i.e. workdays for projects, etc.)**
5. **County/Area/District/Regional/State/National Homemaker Functions:** Fund Raisers, County Extension Service, County Extension Boards, CES District, Regional, State and/or National Boards, KEHA/CWC/ACWW County/Area/State/National Boards, committees.

Community/District/Regional/State/National/World/Individual

Church, School, Civic Organization, Community Groups.....

- ✓ Teach Sunday School, Provide transportation for church members & others, Choir practice, Vacation Bible School, Youth Groups, Senior Citizens Groups, etc. Include travel time and preparation time, presentation time, phone calls, letters, cards.....
- ✓ Mentor program at school, Literacy programs, Reading for the Blind, Cancer Society, Diabetes Group Education, Health Department, Ministry/Music Program at Nursing Homes, Assisted Living Facilities, Juvenile Justice Programs, Community Gardens, Community Chorus, County/Community/District/Regional/State/National Boards, Mowing your neighbor's yard, without charging, etc. Include travel time and preparation time, presentation time, phone calls, cards, letters....

Some questions Answered:

1. What about family?
Things that you do for your own family, those living under your roof, should not be counted as volunteer hours for KEHA. HOWEVER, if you are providing transportation to medical facilities, grocery shopping, running errands for a relative who lives in their own home or apartment, you may choose to count these. Providing they are not paying you to do so. (Babysitting for your grandchildren is your call!!! Some see it as a service and some see it as a blessing.)
2. What about service to Church?
Some see it as a calling and prefer not to count those hours. Again, this is a personal decision.