

CERTIFIED VOLUNTEER UNITS (CVUs)

GUIDELINES

Certified Volunteer Units are used to recognize individuals preparing for and completing volunteer work within FCE and the community. You can count telephone and travel time if it relates to your volunteer project. All volunteer acts count, including time spent as an FCE officer on club, county, region and state levels (Example: meals for shut-ins, church work, hospital and nursing homes, charitable or non-profit organizations, etc.) You **cannot** count acts for immediate family members.

Keep a record of all your Volunteer hours worked for future documentation of your volunteer experiences.

When you have completed 500 hours of volunteer service, you will receive a Certificate of Recognition from TAFCE. Five Hundred (500) hours of volunteer time equals 50 CVUs. Each additional 500 hours will earn a seal to be affixed to the certificate, a maximum of 4 seals per certificate. **The maximum time span for turning in unreported hours is three (3) years.**

Keeping a record of CVU hours can help you in many ways. A record of your volunteer time can help you:

- * Prepare for more responsible leadership and/or volunteer positions with FCE and/or other organizations.
- * Seek paid employment. Properly documented volunteer work can be listed on a job application.
- * Seek elective office. Community involvement and public service are important qualifications for elective offices.
- * Qualify for awards and recognition. Honor and award applications usually ask for a listing of volunteer service.
- * Qualify for scholarships. Volunteer service verifies the scope of your interests and background.
- * To grow personally. Volunteering can be fun and personally rewarding. Serving others can be a life-changing experience.

PLEASE FOLLOW THESE GUIDELINES WHEN SUBMITTING YOUR CVU HOURS:

Individuals:

Form A: This form is for FCE members to record each Volunteer activity they are involved with. Record the date, number of hours volunteered, and the number of people reached for each activity (estimate the number of people reached if you are not sure...do not leave blank). This form is kept for your personal record....**do not** send it with Form B.

Form B: When 500 hours have been accumulated for all Volunteer activities, transfer each activity, along with number of hours volunteered and people reached, to Form B and submit to the County CVU chair by the due date.

Counties:

Form C: Transfer each Individual's information from Form B to this form (in alphabetical order by last name) and submit Form C only to the Region VP of Public Policy (do not send Form Bs to the Region; keep them in the County). **Due date: June 1st.**

