



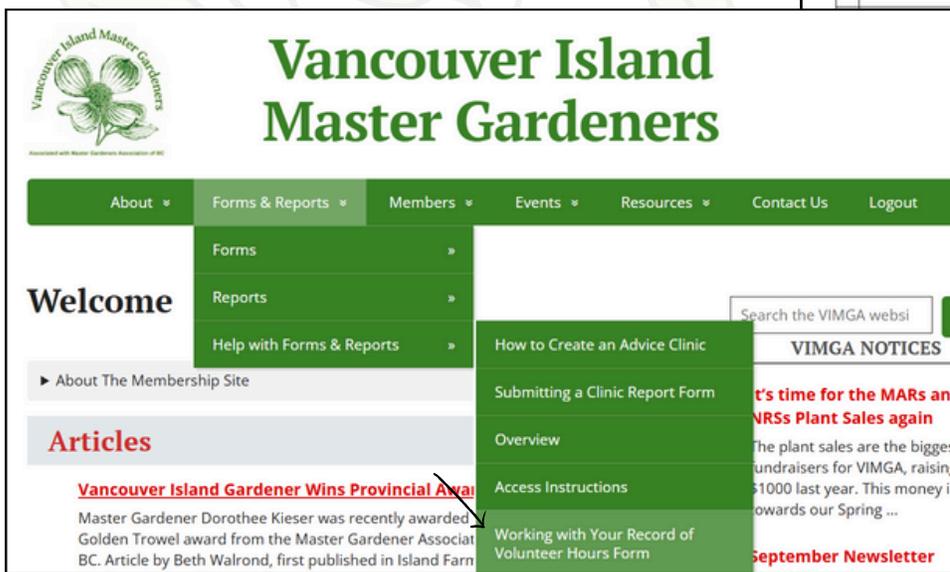
How do I record my volunteer hours?



The **Record of Volunteer Hours**, shown below, is found under Forms & Reports on the member's VIMGA website. Once you click Record of Volunteer Hours you will see a list of the Clinics and GAPS you have signed up for. After a clinic, the Clinic Coordinator (CC) will input your volunteer hours (Clinic Advice Hours) on the VIMGA website. For GAPS, your volunteer advice hours will be automatically entered when the Clinic Report is generated, but you will need to enter any education hours earned by answering follow-up questions. For all other volunteer advice hours (e.g., GAL, article writing...), you will enter the date, activity and under the heading, Other Advice Hours, your hours. Similarly, you will add your education and admin time if they apply. For more detailed information view, **Working with your Record of Volunteer Hours**, on the member's VIMGA website. Remember you can always reach out to your **Continuing Mentor**, or any other CMG, with questions.



- Clinic Advice Hours:** traditional clinic venues
- Other Advice Hours:** all other volunteer activities advising the public, e.g., GAP, GAL, articles, videos
- Education:** educating yourself through webinars, research to answer GAP or GAL questions etc.
- Administration:** committee meetings, organizing events, etc.



Additional information is available at:
<https://www.vimga.org/documentation/working-with-your-record-of-volunteer-hours-form/>.