



## **HOW TO KEEP TRACK OF YOUR VOLUNTEER HOURS**

FOCSP volunteers at the park are responsible for recording and reporting their hours. Volunteer hours include all the hours spent volunteering and travel time to and from the park for a volunteer activity.

While volunteers can keep a written record of their hours as they choose, forms are available to make it easier for you to record your time. These forms are available at the brochure rack located inside the park office front door or by downloading a copy [HERE](#).

Forms should be submitted monthly by the 5th of the following month. You can submit it in several ways:

- Hand carry the form either to the Codorus park office (2600 Smith Station Rd, Hanover) or to the Outpost Camp Store (inside the campground near the Contact/Ranger Station).
- Email it to: [mike@friendsofcodorus.org](mailto:mike@friendsofcodorus.org)
- Mail it to: Friends of Codorus State Park, Attn: John Kelley, 1066 Blooming Grove Road, Hanover, PA 17331

Forms are collected and recorded on the FOCSP Member Database. When an award milestone is reached, you will be contacted to arrange a time to receive your earned reward.

### **PLEASE NOTE:**

Over the last three years, the FOCSP has averaged close to 5,000 hours a year in volunteer service with 2021 being the highest with 5518 volunteer hours. While the hours result in recognition to the individual in the way of FOCSP logo items such as tee shirts, hats, sweatshirts etc. for the number of hours, more importantly Codorus State Park receives a financial benefit from the hours reported. The more volunteer hours completed and reported, the better the financial benefit to the educational and environmental programs at the park.

If you have volunteered, thank you and be sure to report your volunteer hours. If you haven't had the opportunity to volunteer yet, please consider it the next time there is an e-blast for an event or activity seeking help. Lastly, if you have any difficulty reporting your volunteer hours or have any questions, please feel free to contact any of the FOCSP Board members at: [contact@codorusfriends.org](mailto:contact@codorusfriends.org) or call (717) 451-3635.