

Reporting Volunteer Hours

1. Purpose

Each month, you will be requested to report the time you spent volunteering for Pinellas ACS. The time you report is important for a couple of reasons: first, the hours you report are tracked by the Volunteers in Pinellas program and will qualify you for awards and recognition when certain levels are attained. Second, volunteer hours may be used by the County as in-kind contributions for the purpose of obtaining FEMA disaster relief funds.

It is important therefore that the hours reported reflect actual service to the County through Pinellas ACS. To assist you in identifying activities that should be reported, the following guidance is provided.

2. Direct Support Activities

The following activities should be included in your monthly time report based on the actual time involved, rounded up to the nearest hour. For events which take less than an hour, such as a net check-in, report one hour, however if you participate in multiple activities in a short span of time, report the actual time, not one hour for each:

- All Pinellas ACS Activations, Events, Meetings, and Nets including but not limited to:
 - Activation and deployment for incidents
 - Count the hours from the time you leave home until you return home.
 - **Example:** If you leave home at 0700 on Monday and return home at 0700 on Tuesday, the total hours you worked equals twenty-four.
 - SKYWARN® Nets
 - Monthly ACS meetings at the EOC
 - Training and Information Net participation (check-in)
 - Pinellas ACS Training Events, Drills and Exercises
 - Public service events (races, parades, etc.)
 - Testing and maintaining Pinellas ACS equipment
 - Pinellas County Emergency Management meetings
 - Infrastructure Branch, ESF-2, etc.
- Training
 - FEMA Training Classes (online or in-person)
 - IS-100, IS-200, IS-700, IS-800, G-300, G-400, etc.
 - ARRL EmComm training Classes
 - Basic, Intermediate, and Advanced EmComm

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- Pinellas County Emergency Management Training Classes
 - Pinellas County Volunteer / CERT Training Classes, WebEOC training, etc.
- Other training classes related to emergency communications or emergency management.

Whenever possible, completion certificates should be uploaded to Florida SERT TRAC. Retain the certificates in your records as well as a course outline or description.

- Representing ACS to other organizations
 - Attendance at ARES meetings or events as a representative of Pinellas ACS.
 - Presentations on ACS given at meetings of Amateur Radio Clubs or other community organizations
 - Serving as Net Control or checking into Emergency Communications Nets as the designated representative of Pinellas ACS
 - ARES Section Net
 - NTS Traffic Nets
 - Pinellas County Hospital Emergency Network (HENS)
 - State of Florida nets
 - SHARES training nets
- Creation, maintenance, and peer review of ACS documentation
 - Plans, procedure, and SOP documents
 - Preventive Maintenance procedure documents
 - Training materials
- Deployment by the State of Florida.
 - Count the hours from the time you leave home until you return home.
- Travel time to participate in any of the above activities
- Other activities which directly support Pinellas ACS

3. Indirect Activities

In addition to activities that directly support Pinellas ACS, you may report up to a ***total*** of four hours per month of activities undertaken to maintain or enhance your radio communications skills, test or maintain your equipment, or to maintain or improve working relationships within the Pinellas County Amateur Radio Community.

Examples of the type of indirect activities that may be reported (up to the four-hour maximum) are as follows:

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- The assembly, inventory, and test of a personal go-kit.
- Participation in National Traffic System nets.
- Attendance at Amateur Radio Club meetings.
- Serving as a Volunteer Examiner at license testing sessions.
- Participation in amateur radio activities that require deployment of equipment to locations outside the home such as Field Day, POTA, etc.

4. Excluded Activities

The following activities should ***not*** be included in your monthly time report.

- Maintenance of amateur radio equipment that is not associated with a personal go-kit.
- Participation in radio nets other than those listed above.
- General amateur radio activities unassociated with emergency communications.
- Time spent volunteering for organizations other than Pinellas ACS (SPARC, Salvation Army, other county or city departments or agencies, etc.)

5. Recordkeeping

You should maintain records of your hours reported on an ICS 214 form or in some similar form. The form does not need to be turned in every month but should be kept in case there is ever a request from FEMA or the Volunteers in Pinellas program to verify the hours reported.