**Volunteer Agreements & Hours - Monthly Checklist**

**Monthly** Individual volunteers submit volunteer hours to liaison.

**Quarterly** Volunteer groups submit quarterly hours to liaison.

**Annually** Individual volunteers and volunteer groups submit annual hours to liaison.

**Early January** Volunteer groups submit 1st quarter volunteer hours to liaison.

**February** Volunteers & liaisons review/update volunteer agreements and JHAs.

**Early April**  Volunteer groups submit 2nd quarter volunteer hours to liaison.

**Early July**  Volunteer groups submit 3rd quarter volunteer hours to liaison.

**31 September**  Last Day of Fiscal Year

**1 October**  First Day of New Fiscal Year

**Early October**  Volunteer groups submit 4th quarter & annual volunteer hours to liaison.

Individual volunteers submit annual volunteer hours to liaison.

**Mid-October**  Volunteer coordinator inputs annual volunteer hours into VS Reports.

**Late Oct/Early Nov** Volunteer awards & recognition celebration