

MONTHLY TIME SHEET - EAS VOLUNTEERS

Year:		Volunteer Name:											email address:								
	Admin		Committee Work							Citizen Science			Trip Leaders		Fundraising Events					Rest-oration Projects	Other
	Office Work	Board Meetings	Youth Education	Membership	Outreach	Newsletter / Web	Conservation	Adult Education	Other	Surveys	IMDB	Christmas Bird Count	Field Trip	Nature Walk	Birdathon	Annual Letter	KIN Fair	Gift Wrap	Other	BirdLoop at Marymoor Park	
January																					
February																					
March																					
April																					
May																					
June																					
July																					
August																					
September																					
October																					
November																					
December																					

When complete, return to:

Eastside Audubon
 PO Box 3115
 Kirkland WA 98083-3115
 425-483-0980
volunteer-time@eastsideaudubon.org

Please see Tracking Categories on
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Tracking Categories

Administration

Office Work

- ◆ EAS office staffing volunteer
- ◆ Cash receipts volunteer
- ◆ Treasurer

Board Meetings/Retreats

- ◆ Attending
- ◆ Preparation

Committee Work

Community Outreach

- ◆ Staffing EAS booth at a community function
- ◆ Kenmore Salmon Days

Adult Education

- ◆ Program speaker for monthly meeting
- ◆ Adult Education coordinator
- ◆ Monthly meeting program coordinator

Youth Education

- ◆ Scholarship work
- ◆ School/youth presentations, field trips
- ◆ Committee meetings
- ◆ School projects / partnerships

Membership

- ◆ Membership database maintenance
- ◆ New member orientation leader and welcome
- ◆ Monthly meeting set up, tear down & greeter
- ◆ Publicity volunteer
- ◆ Hospitality volunteer
- ◆ Volunteer hour database maintenance
- ◆ Membership renewal letter

Committee Work, continued

Web / Newsletter

- ◆ EAS website maintenance
- ◆ Writing for or producing newsletter
- ◆ Newsletter mail party

Other

- ◆ CBC and hospitality/ dinner assistance
- ◆ Photo group leader
- ◆ Volunteer coordinator
- ◆ Birding committee

Citizen Science

IMDB

Surveys

Christmas Bird Count (EAS only)

- ◆ Organization and data entry
- ◆ Participants and leaders

Trip Leaders

- ◆ Field Trips
- ◆ Nature Walks

Fundraising Even

- ◆ Annual Letters
- ◆ Birdathon
- ◆ Gift Wrap
- ◆ KIN Fair
- ◆ Other
- ◆ PCC Scrip sales

Restoration Proje

- ◆ Audubon Birdloop at Marymoor Park

Other

When all else fails