Monthly Hours Reporting Instructions

Together, Team Leaders and Battalion Liaisons form a communication system that is responsible for logging and tracking team members' fulfillment of DSW renewal requirements. The system described below helps maintain the activity records of individual team members.

Reported Hours

There are three categories of hours that are tracked: *Continuing Education & Refreshers*, *Team Meetings*, and *Volunteer Hours*. Each month, Team Members report this information to their Team Leader. This report should include the date of the hours, the number of hours, and the specific name of the event/training attended.

Each team member must submit this report in the month that it occurs. Otherwise the hours will not be counted and cannot be used towards DSW renewals. Too, it is up to the Team Leaders to decide how they want the hours submitted and by what date. Please be sure to communicate this information regularly to your Team Members.

Team leaders will review the dates, event names, and number of hours (if information is available) for accuracy. Then, they will compile all the submissions into a single Excel document and submit them to the Battalion Liaison. The Battalion Liaison will ALSO review the dates, events, and times for accuracy, and then will submit a single Excel document to the CERT program office no later than the **5th day of each month**. It is up to the Battalion Liaison to decide how they want the monthly reports submitted and by what date.

Reporting Format

The format for submitting the Monthly Report to the CERT program office is as follows:

- In an Excel Document
- Four columns with the following headings: *Volunteer Name*, *Event*, *Date*, and *# of Hours*.
- Font: Arial Narrow
- Font Size: 12
- Use the following abbreviations BEFORE each event entry: TM (team meeting), CE (Continuing Education), O (Volunteer or Admin), and REF (Refresher).
- When listing Team Meetings, **ALWAYS** include the name of your team.

Here Is an Example of Correct Formatting

Volunteer Name	Event	Date	# of Hours
Smokey Bear	TM-Mid Forest	3/17/2009	2
Fire Fox	TM-Mid Forest	3/17/2009	2
Smiley Bear	TM-Mid Forest	3/17/2009	2
Funny Fox	TM-Mid Forest	3/17/2009	2
Smokey Bear	REF-CERT SD Refresher	3/19/2009	4
Fire Fox	REF-Countywide Refresher	3/19/2009	4
Smokey Bear	O-CERT HAM Weekly Net	3/5/2009	0.25
Fire Fox	O-CERT HAM Weekly Net	3/5/2009	0.25
Smokey Bear	O-CERT HAM Weekly Net	3/12/2009	0.25
Fire Fox	O-CERT HAM Weekly Net	3/12/2009	0.25
Smokey Bear	CE-Radio Protocol Training	3/20/2009	3
Fire Fox	CE-Radio Protocol Training	3/20/2009	3
Smokey Bear	O-St. Patrick's Day Parade	3/17/2009	3.5

Questions: contact Carie at cdkrzys@sandiego.gov, or 619-533-4353 between the hours of 7am and 3pm, Monday through Thursday.