

Lookup for Event and Activity Codes for Online Volunteer Hour Reporting

Description	Event	Activity
Bricks - handling inquiries and orders, placing on patio	FRI	FRI-Specify (Use comments)
Construction work (including maintenance, repairs)	MAI	MAI-Construction
Corporate Work Days - handling inquiries, planning, follow-up	VS	VS-OTH (Use Comments)
Corporate Work Days - volunteering to assist that day	Corresponding category	Depends on project - ask project lead
Emails / admin / meetings / research relating to Friends business	FRI	FRI-Specify (Use comments)
Emails / meetings / research relating to committee work (H&W, VS, etc)	Corresponding category	Category-Specify (Use comments)
Emails relating to refuge questions or general refuge issues	OTH	OTH-Specify (Use comments)
Events - All events (Second Sunday, Fall Festival, Woodcock Walk, etc.)	VS	VS-Events (Use Comments)
Events Planning - All events (In-person or Zoom)	VS	VS-Events (Use Comments)
Facebook posts - Friends	FRI	FRI-Communications (Use comments)
Fall Festival - Planning, Setup, Event day, Cleanup, Publicity, etc.	VS	VS-Events (Use Comments)
Friends - Board Meetings (Joint and Friends Business)	OTH FRI	OTH-Specify (Use comments) For Joint FRI-Board
Friends - Finance Committee	FRI	FRI-Specify (Use comments)
Friends - Membership & Development Committee	FRI	FRI-Membership & Development
Friends - Nature Shop (everything related to the shop)	FRI	FRI-Nature Shop management
Friends - Nominating Committee	FRI	FRI-Specify (Use comments)
Friends - Treasurer / Budget	FRI	FRI-Specify (Use comments)
GardenKeepers (including work on adopted plot)	H&W	H&W-GardenKeepers
Group walks - handling inquiries, scheduling, planning, admin	VS	VS-Group Walks (Use Comments)
Group walks - Walk leader / Walk along	VS	VS-Group Walks (Use Comments)
Group Work Days - handling inquiries, planning, follow-up	VS	VS-OTH (Use Comments)
Group Work Days - volunteering at the work day	Corresponding category	Depends on project - ask project lead
Happenings - editor and admin	FRI	FRI-Communications (Use comments)
Happenings - writing articles or providing photos	OTH	OTH-Specify (Use comments)
Invasive species work	H&W	H&W-Pervasive Invasives
Kiosks - Designing signs, placing signage, research,	VS	VS-Specify (Use Comments)
Library	OTH	OTH-Specify (Use comments)
Meetings - Complex Friends Group w/ Jared (1 hour)	OTH, FRI	Depends if staff is present
Meetings - Head-start turtle research	H&W	H&W-Specify (Use comments)

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Meetings - Nature Detective Trail Planning	VS	VS-Specify (Use Comments)
Meetings - Rolling Knolls	OTH	OTH-Meetings where staff is present (Use comments)
Meetings - Trail Blazers	MAI	MAI-Trail maintenance (Use comments)
Meetings - VC Expansion (to develop list of questions & issues)	OTH	OTH-Meetings where staff is present
Meetings - Visitor Services Committee or subcommittees (VC, WOC)	VS	VS-Specify (Use comments)
Meetings - Volunteer Coordination Committee	VS	VS-Volunteer management
Meetings - with potential volunteers (In-person or Zoom)	VS	VS-Volunteer management
Meetings - Advisory group (Zoom or in person)	OTH	OTH-Meetings where staff is present
Meetings with staff present (e.g. Chelsea-H&W, Joe-MAI, Jared-VS/MAI (for trail maintenance)	Varies	Use meeting topic as guide
Mowing and landscape maintenance	MAI	MAI-Mowing
Nature Shop management, assistants including Used books	FRI	FRI-Nature Shop management
Outreach - GWE for GBBC and/or CBC	VS	VS-Outreach (Use comments)
Outreach - planning and prep for events	VS	VS-Outreach (Use comments)
Outreach - volunteering at the event	VS	VS-Outreach (Use Comments)
Planting / caring for plantings (pollinator gardens, meadow, trails, etc.)	H&W	H&W-Specify (Use comments)
Publicity	VS	VS-Events (Use Comments)
Refuge Readers (planning, book orders, eNews, setup, prep)	VS	VS-Events (Use Comments)
Statistics - collecting, maintaining for refuge (RAPP, Daily stats, vol hours)	OTH	OTH-Specify (Use comments)
Strike Team	H&W	H&W-Strike Team
Swamp Scene - editor and admin	FRI	FRI-Communications (Use comments)
Swamp Scene - writing articles, providing photos or other info	OTH	OTH-Specify (Use comments)
Trail cams - editing footage, setting up display or website/Facebook posts	VS	VS-Specify (Use comments)
Trail cams - setting up, monitoring, downloading images	VS	VS-Specify (Use comments)
Trail maintenance	MAI	MAI-Trail maintenance (Use comments)
Training - Advanced volunteer training (attending)	VS	VS-Specify (Use Comments)
Training - new volunteers and Advanced volunteer training prep	VS	VS-Volunteer management
Training - Walk Leaders	VS	VS-Volunteer management
Training - Webinars on various topics presented by NWRA/CORFA/FWS	OTH	OTH-Specify (Use comments)
USFWS Quarterly Regional Friends Call	OTH	OTH-Specify (Use comments)
Visitor Center - Change phone messages	VS	VS-Specify (Use comments)
Visitor Center - Purchasing seed, filling bird feeders	VS	VS-Specify (Use comments)

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Visitor Center - setting up displays, etc.	VS	VS-Specify (Use comments)
Visitor Center - staffing including Nature Shop sales	VS	VS-VC Greeter
Volunteers - Responding to inquiries, arranging training, maintaining statistics, adding to Constant Contact, etc.	VS	VS-Volunteer management
Walks - All walks (Friday, Saturday, Group, Turkey, Woodcock)	VS	VS-Group Walks (Use comments)
Webinars (NWRA, CORFA, etc.)	Corresponding category (FRI or OTH)	Depending on topic-Friends organizational issues vs general info.
Website management	FRI	FRI-Communications (Use comments)
Wildlife Observation Center staffing	VS	VS-WOC Greeter
Wildlife Observation Center training of new volunteers	VS	VS-Volunteer management