

## Volunteer Hour Reporting for National Guard Bureau

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**Who is required to report hours?** All Statutory Volunteers - Family Readiness Group Leader, Assistant Family Readiness Group Leader, Secretary, Treasurer

**What activities are to be reported?** Meetings, Newsletters, Family Events, Phone Calls, Email Communication with Families, RISFAC meeting attendance, Trainings (Regional Foundation Course, ASIST, Resiliency Training, Advanced FRG Training, and State Conference)

**How do volunteers report their hours?** All hours are to be reported on [www.jointservicesupport.org](http://www.jointservicesupport.org). Volunteers must log-in to JSS, click on tools, and then Volunteer Activity Tracker. Complete category, activity, date, hours and comments.

**Why is reporting a requirement?** National Guard Bureau determines funding by the number of hours that our Volunteers report on JSS. This funding pays for training, travel reimbursement, and hotel accommodations for Statutory Volunteers (FRGL, AFRGL, Secretary, and Treasure).