

## **Submitting KDA Volunteer Hours**

KDA committee members or the KDA Volunteer Coordinator may submit hours to Allison Deaton after an event, but it is ultimately up to the member to make sure all of their hours are submitted.

The submitted hours will be recorded, posted and updated on the website monthly. KDA members need volunteer hours to apply for scholarships, grants and year end awards. Hours may be submitted to Allison in two ways;

1. Download, complete and mail the Volunteer Credit Form to Allison
2. Emailing the following information to Allison and the KDA member in charge of the event you worked, and including the following information...

Your name

KDA event where you volunteered

Date volunteered

Job performed

Hours worked

This information must be emailed to the KDA member in charge of the event and Allison. The KDA member in charge of the event will approve the volunteer hours listed via an email response to both parties. This email response is Allison's confirmation. Please type "KDA Volunteer Hour Submission," in the subject line of your email.

### **KDA Committee Head email addresses-**

#### **Volunteer Hour Recorder**

**Allison Deaton-allisondeaton@me.com**

#### **Shows-**

Sheila Woerth-swoerth@twc.com

Sandy Kraatz-kdavolunteers@gmail.com

Michelle Morehead-ma.morehead@yahoo.com

#### **Banquet**

Julie Cook-lexdvm@aol.com

#### **Clinics-**

Allison Deaton-allisondeaton@me.com

Bill Kraatz-bkraatz@fuse.net

#### **Membership**

Kelly Azar- kelzar@comcast.net

Volunteer hours are earned between October 1st and September 30th. If you have any questions please email Allison.