

WAGS Time Reporting FAQ's 2019

Why do I have to record and submit my hours to WAGS?

We record and submit our hours because it is a requirement and obligation of membership in organization. But even more importantly, we do it because we care about WAGS. Collecting current data is critical to grant writing and program planning and review.

When is my time due?

No later than **January 31, 2020**. The earlier you turn it in, the better! Be mindful that there is a lot of compilation to do after you submit your time.

What counts as time?

You are asked to submit all time you spent in support of WAGS for 2019 in one of two categories: Visiting or Non Visiting

Visiting - any time you spent visiting in an approved WAGS facility, or at a One Time event where our pets were present. This can be with your pet, as a trained aide with an Ambassador Team, or auditing a facility. Time is kept from when you arrive at the site until you leave.

Non Visiting - everything else you do for or as part of WAGS. These hours include:

- Round Trip Travel time for any WAGS activity
- Attendance at: Membership Meetings, Board Meetings, WAGS committee meetings, Continuing Education
- WAGS classes such as Orientation and WAGS 101
- Work you do to support the organization such as: emails, phone calls, material preparation, room setup/take down, community speaking, counseling members, work at evaluation sessions, record keeping
- Grooming your pet for a visit
- Any other Non-Visit Activity

How are hours expressed?

All partial hours should be rounded to the nearest quarter hour and expressed as a decimal. (Fifteen Minutes = .25; Thirty Minutes = .5; Forty-five Minutes = .75). Do not add 'HOURS'.

How do I turn in my time?

There are three ways to turn in your hours for 2019:

SUBMIT App	Online Summary Form	Paper Summary Form
WHO?	WHO?	WHO?
<ul style="list-style-type: none">• Members who have been using the App to record their time in 2019.• Continue use through December 31. After that your app will be turned off in preparation for the roll out of the 2020 apps.• For any time not recored by the 12-31, please use the Online Summary Form.	<ul style="list-style-type: none">• Anyone who has not been using the App.• Every member who has done any visit (as Ambassador Team or Trained Aide), attended any WAGS meeting or activity, or done any other WAGS work.	Members who are not comfortable using a computer or have limited access. Pick up a copy at a WAGS Meeting or call 267-6047 for Assistance.
WHERE?	WHERE?	WHERE?
On your mobile device or computer.	Click for the 2019 Online Summary Form	<ul style="list-style-type: none">• Copies available at WAGS meeting.• Online for download click here.• Call 267-6047 for Assistance

Can I make more than one submission?

Yes. Your submission will be automatically combined.

What if I need HELP!!! or have other questions?

Please don't suffer in silence! Call Linda Carden at 267-6047. Email: time@kywags.org

Want to see how we are doing as an organization for getting our hours turned in?
[Click here for a running total.](#)