

## Volunteer Hours Program for 2014/2015

The following information will help you navigate through your 2014/2015 Workbook. There have been several changes for this reporting year that we hope will make your job a little easier. Most notably the report form is smaller; there is no "Away" page and no Trail Miles page. Several columns of similar work have been combined and an adjusted rate applied.

VH reports are meant to be submitted and dealt with electronically. You can print paper copies for your own reference if you prefer. You should store a minimum of 3 years past records on a disk or flash/thumb drive.

The schedules for reporting your chapter's volunteer work are as follows:

The calendar year for reporting begins on October 1, and continues through to September 30, of the reporting year. As the chapter VHC **you will begin to collect and record your hours on a quarterly basis.** ~~you have from October 1, to October 15,~~ **Your first deadline to submit your VH hours and submit to your Regional VHC will be June 10. Your second quarterly deadline will be September 10 and your final quarterly deadline will be November 10.**

Your Regional VHC will review and ask you for any changes or corrections ~~from October 16, to October 31.~~ **on a quarterly basis.**

Beginning ~~November 1,~~ **June 10, 2014,** the BCHW-State VHC will review the reports from the Regional VHC **on a quarterly basis,** request any changes or corrections and prepare final VH reports for review to BCHW **one week** prior to the ~~December~~ **quarterly** Director's meetings

**Your quarterly volunteer hours reports will be considered a draft report of your final year end. After submitting your reports you will continue to add additional hours and your final report will be inclusive of the entire year's reporting.**

*Even though your report isn't due to be submitted to your Regional VHC until October, This is not considered an "annual" reporting process. Just as your chapter president, secretary, treasurer, newsletter, trail boss and officers are expected to keep their work up to date, you should also. Allowing information to be held unreported until the end of the reporting year usually means some valuable information will be lost, forgotten and thus, unreported.*

*Some things you can do:*

*Ask to be placed on your monthly meeting agenda to request members turn in any volunteer hours for that month.*

*Request support from your chapter president, other officers, trail bosses and members that are regularly seeing that the work of the chapter is being done. They can set an example by turning their time in at the meetings.*

*Stay in touch with the work your chapter does so you know who should be turning in volunteer hours.*

*Put notices in your newsletter and send e-mails as a reminder to members to turn in their hours. You can also write an occasional newsletter article reporting chapter hours along with their associated dollar value.*

*Ask the person in charge of your projects to either gather the volunteer information at that time or give you a list of people that volunteered so you can follow up and get their information.*

*The success of this new program will be largely dependent on making sure we don't see a drop in the number of volunteer hours reported. One area that goes largely unreported is the administrative hours. Understand what qualifies as administrative volunteer hours and then make sure your chapter officers and others are tracking and turning in those hours to you. If we see a significant drop in our year end hours and associated dollars, we will have to go back to the more detailed reporting.*

When you look at your workbook you will see only two “tabs” at the bottom. One is a Summary tab and this page is automatically calculated from the entries on your database page. The Database tab will bring up the pages to record your VH information. The database page can be printed on 8.5x11 and taken to the field. It can also be given to members to log their VH information and submit to you for entry into your chapter’s database pages. Use caution when printing single pages. Be sure to indicate which pages you want to print as requesting a print of the entire workbook will be 143 pages long.

For chapter members that are able, they can complete their VH information electronically and submit via e-mail to you. You can review the information, make any coding adjustments and/or corrections and then copy and paste the information to your database report. This is much easier if you get their report monthly instead of at the end of the year. You can send those members a blank copy of the workbook including the summary page and then they can easily see the dollar value of the work they are contributing. As more members are able to submit electronically, your work will be easier. It is worth your time and effort to begin educating the membership in this process.

There is no longer a “Volunteers” page but you might be asked by your chapter treasurer for the number of volunteers reporting work. You can simply sort by Col. A (Volunteer Name) and manually count the names.

Please note that Row 7 and Column N are shaded gray. This row and column contain formulas and allows for totals to be transferred to the summary page. Do not alter or enter any information in Row 7 and Column N. The document title lines through line 7 have been frozen so they will remain available for reference as your report grows.

When there is a small red triangle in the top corner of certain columns in Row 7, helpful information has been recorded in a drop-down box. **If you hover your mouse over the triangle in that cell you can** view the information. Beginning in row 8, if you right click **any column** you will get a drop down box where you can record any additional description of your work for that specific line item.

The available lines for entering your VH information run from row 8 through row 2399. Please do not enter any information after row 2399. If you need more lines for entries, contact your Regional VHC

Please avoid deleting rows. If you need to delete, use the “Clear Contents” command. Place your cursor on the number next to the row where you want to remove information, right click, it should highlight the row you want to clear, then left click and choose “Clear Content.”

Columns available for your work run from column A through column O. Do not add any additional columns between column A and column O. If you need additional columns for specific information required by your chapter, add them after col. O. Delete these extra columns on the report you submit to your Regional VHC.

Be sure to save or back up your work in a separate file or disk or flash/thumb drive. If your file gets destroyed before you submit it to your Regional VHC it will be very difficult to get the information submitted to you again.