

# WSU Extension 4-H Volunteer Hours Reporting System



## Volunteer Hours Reporting System

- This is the system for recording the data that the Washington State Department of Labor and Industries requires for WSU to ensure volunteers are indeed working on behalf of the university for their Protection/Medical Coverage during their activities as 4-H Volunteers.

## Volunteer Hours Reporting System

- Volunteer hours are a powerful reporting tool for WSU Extension to demonstrate the broad-based support for our programming by citizens across Washington State.
- Provides valuable information for Counties to report Volunteers contributions to their County's Decision Makers.

## Volunteer Hours Reporting System

- Reporting of volunteers hours documents Volunteer Medical Coverage coverage for any potential injuries they might sustain in service of the WSU.
- Provides documentation for the liability coverage WSU provides to its volunteers.

## Volunteer Hours Dollar Value?

### Dollar Value of Volunteer Hour:1980 -2007

<b>1980:</b> \$7.46	<b>1990:</b> \$11.41	<b>2000:</b> \$15.68
<b>1981:</b> \$8.12	<b>1991:</b> \$11.76	<b>2001:</b> \$16.27
<b>1982:</b> \$8.60	<b>1992:</b> \$12.05	<b>2002:</b> \$16.74
<b>1983:</b> \$8.98	<b>1993:</b> \$12.35	<b>2003:</b> \$17.19
<b>1984:</b> \$9.32	<b>1994:</b> \$12.68	<b>2004:</b> \$17.55
<b>1985:</b> \$9.60	<b>1995:</b> \$13.05	<b>2005:</b> \$18.04
<b>1986:</b> \$9.81	<b>1996:</b> \$13.47	<b>2006:</b> \$18.77
<b>1987:</b> \$10.06	<b>1997:</b> \$13.99	<b>2007:</b> \$19.51
<b>1988:</b> \$10.39	<b>1998:</b> \$14.56	<b>2008:</b> \$20.25
<b>1989:</b> \$10.82	<b>1999:</b> \$15.09	

Please Note: Values for 1990-2008 were adjusted to reflect a new data series released by the Bureau of Labor Statistics

# Volunteer Hours Reporting System



## WSU Volunteer Database

Welcome to the WSU Volunteer System!

WSU Extension

Home

Volunteers

Personal Information

Change Password

Why Report Hours

Log In

User Name:  \*

Password:  \*

Log In

[forgot password](#)

<http://ext.wsu.edu/testvolunteer/>

# Volunteer Hours Reporting System

Home

**Volunteers**

Enter Activity

View/Edit Activity

Program Supervisor

Report - My Hours

Report - State

Personal Information

Change Password

Why Report Hours?

Volunteers: select from the follow menu items on the left to use the WSU Volunteer System.

Menu Item	Task
<a href="#">Enter Activity</a>	Record new volunteer activity by program, category, and date.
<a href="#">View/Edit Activity</a>	Modify or delete volunteer activities that you entered earlier.
<a href="#">Program Supervisor</a>	Check and possibly change the person entered as your program supervisor.
<a href="#">Report</a>	Take a quick look at the data you've entered for the specific time period you select.
<a href="#">Personal Information</a>	Revise the your personal information (e.g. email, address).
<a href="#">Change Password</a>	Change your password.

# Volunteer Hours Reporting System

Home

Volunteers

Enter Activity

View/Edit Activity

Program Supervisor

Report - My Hours

Report - State

Personal Information

Change Password

Why Report Hours?

Program County  Location of Activity


Program  Activity

Select a Date

October 2009						
Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	1	2	3
4	5	6	7	8	9	10
<b>11</b>	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

Start Time

End Time



-- Select an Activity --

- Deliver Education Activity
- Help at Fair
- Prepare for educational training
- Support/Office Work



# Volunteer Hours Reporting System

Home

Volunteers

Enter Activity

View/Edit Activity

Program Supervisor

Report - My Hours

Report - State

Personal Information

Change Password

Why Report Hours?

Select the year  ▼

To edit or delete activities, click the "Select" next to the activity.

	<u>Start Date</u>	<u>Start Time</u>	<u>County</u>	<u>Program</u>	<u>Activity</u>	<u>Location</u>
<a href="#">Select</a>	09/14/2009	8:30 AM	Pierce	4-H	Help at Fair	Pierce
<a href="#">Select</a>	09/21/2009	4:30 PM	Pierce	4-H	Prepare for educational training	Pierce
<a href="#">Select</a>	09/23/2009	7:00 PM	Pierce	4-H	Deliver educational training	Pierce



# Volunteer Hours Reporting System

Home

Volunteers

Enter Activity

View/Edit Activity

Program Supervisor

Report - My Hours

Report - State

Program County

Pierce ▼

Program

4-H ▼

Supervisor

Roos, Carey A ▼

Save

To add or change a supervisor, choose the county, program, and supervisor. Click the "Save" button.

Personal Information

Change Password

Why Report Hours?

County

Program

Supervisor

Benton

4-H

Duncan, Kathleen

Pierce

4-H

BoyEs, Pat



# Volunteer Hours Reporting System

Home

Volunteers

- Enter Activity
- View/Edit Activity
- Program Supervisor
- Report - My Hours
- Report - State

Personal Information

Change Password

Why Report Hours?



Program County  ▼

Program  ▼

Beginning Date  (m/d/yyyy)

End Date  (m/d/yyyy)

Report Hours monthly  
 too insure L & I  
 Coverage for your 4-H  
 Activities! Click Go to  
 Report.

<u>Activity</u>	<u>Date</u>	<u>Start</u>	<u>End</u>	<u>Elapsed</u>
Help at Fair	09/14/2009	8:30 AM	4:30 PM	8.0
Prepare for educational training	09/21/2009	4:30 PM	7:30 PM	3.0
Deliver educational training	09/23/2009	7:00 PM	8:30 PM	1.5
<b>Totals</b>				<b>12.5</b>

# Volunteer Hours Reporting System

Home

Volunteers

- Enter Activity
- View/Edit Activity
- Program Supervisor
- Report - My Hours
- Report - State

Volunteer Setup

Staff Setup

Reports

Program Coordinator

Administrators

System Administrator



Personal Information

## Hours Report

<u>County</u>	<u>Program</u>	<u>Total Hours</u>	<u># Volunteers</u>
Chelan	4-H	18.5	1
Lewis	4-H	2.0	1
Lincoln	4-H	2.5	1
Pierce	4-H	12.5	1
Spokane	4-H	19.5	2
Island	Beach Watchers	0.5	1
Whatcom	Beach Watchers	6.5	1
Asotin	Master Gardeners	1166.0	23
Benton	Master Gardeners	10317.0	164
Chelan	Master Gardeners	3052.0	47
Clallam	Master Gardeners	2948.0	42
Clark	Master Gardeners	9116.5	145
Garfield	Master Gardeners	184.0	3
Grant	Master Gardeners	22.0	1

Total Extension  
 Volunteer Hours  
 71,044 from 1255  
 Volunteers!!

# Volunteer Hours Reporting System

- Home
- Volunteers
- Volunteer Setup
- Staff Setup
- Reports
- Program Coordinators
- Administrators
- System Administrator

- Personal Information
- Change Password
- Why Report Hours



Logged on as: roos

First Name	<input type="text" value="Carey"/>
Last Name	<input type="text" value="Roos"/>
Middle Name	<input type="text" value="A"/>
Address	<input type="text" value="2606 W Pioneer"/>
City	<input type="text" value="Puyallup"/>
State	<input type="text" value="WA"/>
ZIP	<input type="text" value="98371"/>
Phone	<input type="text" value="253-445-4551"/> <small>(XXX) XXX-XXXX</small>
Primary Volunteer County	<input type="text" value="Pierce"/> ▼
Email	<input type="text" value="roos@wsu.edu"/>
User Name	<input type="text" value="roos"/>

Save

Change User Name

You control your  
Personal  
Information.

# Volunteer Hours Reporting System

WSU Extension

Home

Volunteers

Volunteer Setup

Staff Setup

Reports

Program Coordinators

Administrators

System Administrator

Personal Information

Change Password

Logged on as: roos

Change Your Password

Password:

New Password:

Confirm New Password:

Valid passwords must be contain at least 7 characters. One of these MUST be a character that is not a number or letter (non-alphanumeric). Examples of non-alphanumerics: ! @ # \$ % ^ & \* \_ -

If you use a WSU net ID to logon, you need to change your password through [myWSU](#)



## Roles within the System

- Various Roles allow for different levels of access to information:
  - **Administrators** –
  - Can add new administrators and Program Coordinators.
  - View reports at State Level.

## Roles within the System

- Various Roles allow for different levels of access to information:
  - **Program Coordinators – (WSU and County Staff)**
  - Add new volunteers and new program coordinators in the 4-H Program;
  - Can add or edit volunteer hours.

## Roles within the System

- **Volunteers** –
  - Add their own volunteer data;
  - Can view their own records for as long as they are enrolled as an Extension Volunteer in a Specific Program.

## State 4-H Programs Responsibility

- Educate County Staff how the Database works through:
  - 4-H Program Days;
  - 4-H Newsletter articles;
  - Answer County questions;
  - Training through VDAT (Volunteer Development Action Team).

## County Programs Responsibility

- Each County will need to have a Staff Member assigned as a Database Program Coordinator.
- Responsibilities are:
  - Insure that each enrolled volunteer is setup in the database.
- See Sign Up sheet

## County Programs Responsibility

- Educate Volunteers about the Volunteer Hours database through:
  - County 4-H Leader Trainings;
  - County News letter articles;
  - Direct Email appeals to Leaders;
  - County Project Meetings.

## How Program Coordinators Add Volunteers

### Database Link

- Log on to:  
<http://ext.wsu.edu/testvolunteer/login.aspx>
- Click Volunteer Setup \*\*
- Click “New Volunteer”
- \*\* For Volunteer set up the following info is needed, 1. First Name, 2. Last Name, 3. User Name, 4. email (or none)

## How Program Coordinators Add Volunteers

- Select the County and Project for which you are adding a Volunteer.
- Enter the Volunteer's name and other information.
- Click "Save"
- All new volunteers will automatically be assigned the password "password!" (no quotes).
- Staff with WSU Net Ids should use there Net Id.

## Upload a list of Volunteers

- You can create a file in Excel and save it as a .csv file (in Excel File Save As).
- To do this you will need to Export Information from the MarTech 4-H Enrollment System. (See Hand Out “Optional Upload from Excel”)

## Questions about the System?

- Questions about the System can be directed to:
  - Carey Roos
    - 253-445-4551
    - [roos@wsu.edu](mailto:roos@wsu.edu)
  - Nancy Mordhorst
    - 509-335-2981
    - [nancym@wsu.edu](mailto:nancym@wsu.edu)