

## Donating 4-H Volunteer Hours

Every hour you spend supporting 4-H is a donation. By donating your hours you give Kittitas County 4-H the numeric proof we need to show our funders and higher-officials that our programs are greatly valued and needed. Officially donating (reporting) your hours also makes you eligible for the Department of Labor and Industries medical aid program. Participation in the medical aid program allows an injured volunteer's medical expense to be paid by the Department of Labor and Industries.

**What qualifies as volunteer hours?** Anything and everything you do for 4-H! Teaching, planning, prepping, shopping, paperwork, training, driving, calling, mentoring, presenting, emailing, even reading this! If it's for 4-H, it counts!

- Go to <http://ext.wsu.edu/Volunteers/logon.aspx>
- Login

WSU Volunteer System User Name	Password
<b>jdoe</b>	Initial Password: <b>password!</b> Current Password: _____

*On your first login you will be asked to fill in your contact information.*

- **Select “Volunteers”**

If you get the message “You are missing a supervisor entry. Please click 'Program Supervisor' in the menu on the left”. Follow the instructions. You will get the message every time you login until you have selected a supervisor for all the WSU programs for which you volunteer.

- **Click “Enter Activity”**

Select the appropriate information from each of the dropdown lists.

Select the date on which the activity occurred. You may have to use the navigation arrows on the calendar to get to the correct month. You can enter multiple activities for the same day. However, each activity must have a different start and end time.

- **Click the “Save”**

After you save a record, there will be a message at the top of the page to indicate that the record was saved. At this point you may choose another menu item on the left, logout, or add a new record. If you add a new record, simply change the information needed to reflect the new activity. You may click the “Clear the Form” button to start with a blank record.