



The Washington State University Extension 4-H Volunteer Hour Reporting System And Me as a 4-H Volunteer

1) **What's in it for me?**

The Volunteer Hours Reporting System is a 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. Reporting of volunteer's hour's documents volunteers coverage for injuries they might sustain and it is also documentation for the liability coverage WSU provides to its volunteers.

2) **How much time will this take?**

Initially, setting up your account will take just a few minutes. After that updating your monthly hours should only take 10 – 20 minutes per month.

3) **Why are we doing this?**

The Volunteer Hours Reporting System is a system for recording volunteer hours worked on behalf of WSU. The Washington State Department of Labor and Industries requires for WSU to ensure volunteers are indeed working on behalf of the university.

Additional, local decision makers (like County Commissioners) will be very impressed with the # of hours adults give to their communities through 4-H.

4) **What's in it for me?**

- a) Provides valuable information for Counties to report Volunteers contributions to their County's Decision Makers;
- b) Valuable documentation for your own job history (volunteer or paid);

5) **What's in it for 4-H?**

In 2008 a volunteer hour was worth \$20.25. Reporting your hours helps 4-H and WSU Extension aggregate all the valuable efforts of volunteers in their County and statewide into a dollar amount.

6) **Will my privacy be protected?**

WSU takes the privacy of all its Volunteers and Students very seriously. The program and data reside on separate servers and the data is secured behind the WSU firewall.



HOW 4-H VOLUNTEERS ADD HOURS

- ✿ **Go To:** <http://ext.wsu.edu/volunteers/logon.aspx>
- ✿ Logon with your WSU Volunteer System user name and password. (See Below)
- ✿ Select “Volunteers”
- ✿ If you get the message “**You are missing supervisor entry**”. **Please click ‘Program Supervisor’ in the menu on the left.** Follow the instructions. It is not required that you select a program supervisor at this time, but you will get the message every time you logon 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.
- ✿ Master Gardener and Beach Watcher volunteers must enter demographic contact information (sex and race). If there were no contacts, leave the boxes blank.
- ✿ Click “Save”

After you saved 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.

VOLUNTEER ID	INITIAL PASSWORD
Use your last name for your Volunteer ID #. If there are two leaders with the same last name – Jane Doe and Sam Doe – Use your last name with the first letter of your first name. DoeJ – DoeS. If this does not work please contact Jenny at 574-1600	password! (no caps-small p)