

WSU Asotin County Extension 4-H Volunteer Time Sheet

See instructions below to enter your volunteer hours on-line.

To have the Extension Office enter your hours on-line, return this completed form to the Extension Office by mail: PO Box 9, Asotin, WA 99402, fax to 509-243-2018 or email jreed@co.asotin.wa.us

Name: _____

Month/Year: _____

Date	Category Number	Start Time	End Time	Short Description

CATAGORIES

- Deliver educational training 1
- Help at Fair 2
- Prepare for educational training 3
- Support/Office Work 4

How Volunteers Add Hours on-line

- Log on to <http://ext.wsu.edu/testVolunteer/>
- Log on with your WSU Volunteer System user name (your email address) and password (password!) **Remember the !.**
- 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. 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". At this time, there are only 4 choices.
- 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" button.
- 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.