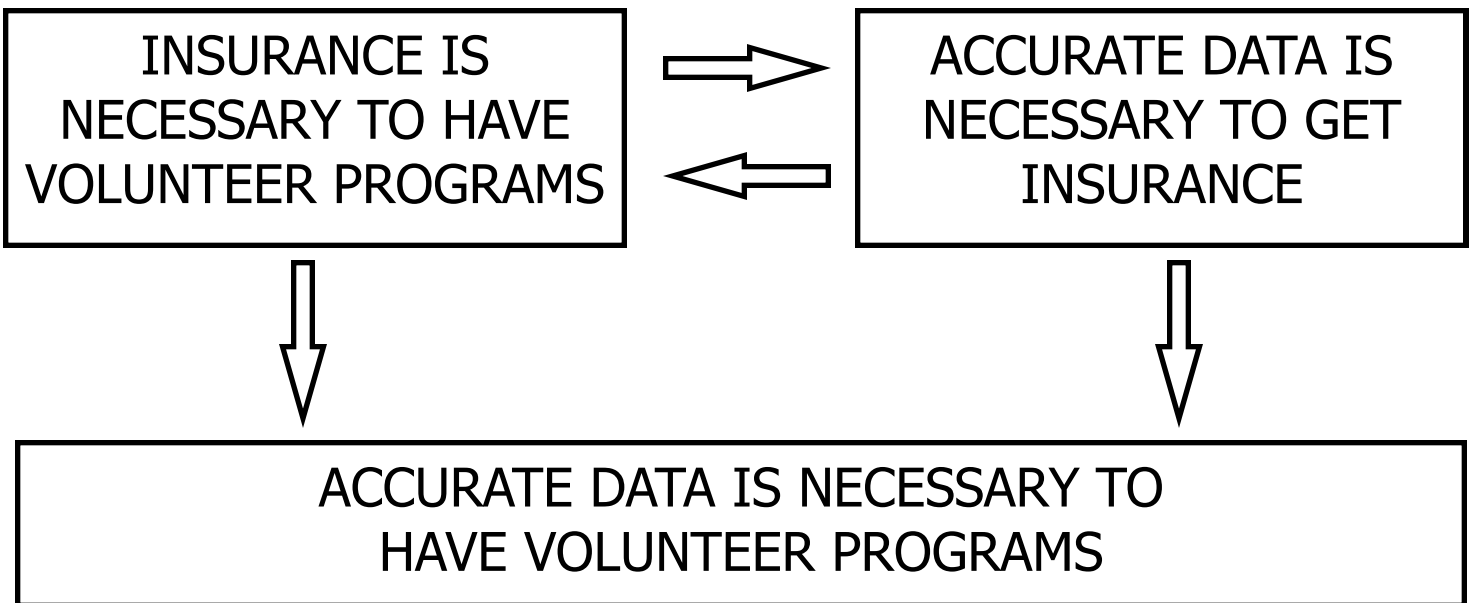




# REPORTING YOUR 4-H VOLUNTEER HOURS



## Why Do Volunteers Need to Report Hours in This System?

We at WSU Extension could not have an educational impact in local communities without the work done by volunteers. For this we **thank you** very much! So why do we ask you to do even more for us and report the details of your work? Well, both WSU and the State of Washington look after the well-being of volunteers by requiring workers' compensation insurance for every volunteer. This pays for medical treatment in the event that you are injured while working as a volunteer.

Washington State law requires that all volunteers working in support of WSU programs are covered by worker compensation insurance. The Washington State Department of Labor and Industry uses the dates and number of hours that volunteers work to determine the amount of insurance that must be purchased to adequately cover our volunteers. To be in compliance with State Law, WSU Extension has developed an online tool to facilitate collection and analysis of volunteer contributions.

Please use the following site to report your monthly volunteer hours for the Grays Harbor County 4-H Youth Development program. This includes anything that you have done within your club, community service, fair events, club meetings and council meetings that you attend.

Go to: <http://ext.wsu.edu/Volunteers/default.aspx> and logon.

- Your WSU Volunteer System username is \_\_\_\_\_  
(Last name, First initial, all one word, eg: *HansonT*)
- Your initial password is password! (all lower case and include the exclamation point).  
Once you log on you will have the option to change your password.
- If you have any questions/problems contact Tracie (360)482-2934 or [tracie.hanson@wsu.edu](mailto:tracie.hanson@wsu.edu).