

# 4-H Volunteer Time Worksheet



The worksheet on page 2 is designed to assist the volunteer in tracking their 4-H volunteer hours. It is not an official document and does not need to be turned into the Extension office.

Official hour reporting should be entered online at <https://volunteers.cahnrs.wsu.edu> Information on how to log on to report your 4-H volunteer hours is available from the Extension office. If you do not have access to a computer, please return this form to the Extension office at the end of each month.

4-H volunteers are required to record their own 4-H volunteer hours. Volunteers who do not record their hours may have their claim questioned and not be covered by Washington State Labor & Industries if an injury occurs. **For accuracy and to guarantee that your information is entered, we strongly recommend that each leader enters his or her information online.**

Questions: Contact the Extension office at (509)-524-2685 or email [wallawalla.4h@wsu.edu](mailto:wallawalla.4h@wsu.edu)

## **4-H Leader Volunteer Hours – Definition of Activity Code Categories**

These categories are meant to be very broad to encompass all of the activities that a 4-H leader does. Leaders need to make some decisions as to which category to put their Volunteer hours.

Here are some examples:

- ❖ **Deliver Educational Training:** includes club meetings, community service
- ❖ **Help at Fair:** includes community events, Fair activities
- ❖ **Prepare for Educational Training:** includes prepare for club meeting, project meetings
- ❖ **Support/Office Work:** includes work in county office or special project

# 4-H Volunteer Time Worksheet

Month \_\_\_\_\_ Year \_\_\_\_\_

**Worksheet Instructions:** Record time per day that represents actual time spent on 4-H activities. Record time soon after the activity occurs for accuracy. Use activity codes (below) for help when reporting hours.

**Activity Codes**

**DET:** Deliver Educational Training  
**PET:** Prepare for Educ. Training

**HF:** Help at Fair  
**S/OW:** Support/Office Work



Date	Activity Code	Start Time	End Time	Activity Code	Start Time	End Time	Activity Code	Start Time	End Time
Sample	S/OW	9 am	10:30 am	DET	2 pm	3 pm	HF	5:30 pm	7:30 pm
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