



Volunteer: _____

User Name: _____

Password: **password!**

WSU requires volunteer hours to be entered in the WSU on-line system.

Your Time Is Valuable To Us!

1. Keep track of the time you spend in your 4-H club, or resource volunteer roles.

- Use whatever method works best for you (calendar, **Log Form**, pda, sticky notes, excel spread sheet, etc.) to record the **dates** and **time periods** you spend on your 4-H volunteer activities. These typically are related to the roles listed on your 4-H Volunteer Agreement for club, county, or state 4-H roles. (**Do NOT include Family 4-H Hours.**)

For your convenience, a **Log Form**, like the one on the back of this page, is also available here:

<http://extension.wsu.edu/lincoln-adams/4h/Hours/>

or contact Karen Robertson at robertk@wsu.edu or 659-3209.

- Note the types of activities.

Keep in mind that on-line you will assign the following categories to your activities:

C = Club/County 4-H Event - Most 4-H activities including time with 4-H members or leaders; attending or assisting with meetings, activities, or events

D = Deliver Educational Training – Teaching or providing a specific training

H = Help at Fair - Time spent as a 4-H Leader at a Fair

P = Prepare for Educational Training - Time spent planning, making phone calls, etc.

S = Support/Office Work - Time spent assisting extension or 4-H program with office or other programmatic activities not connected to a specific club.

2. Enter your hours in the WSU Volunteer Hours Database:

- Log on to: <http://ext.wsu.edu/Volunteers/logon.aspx>
- Enter your assigned *User Name* and *password*.
- Click *Volunteers* from the left panel & then *Enter Activity*
- Use the drop down menus to select "location of activity" and "Activity"
- Select the month & date from calendar & enter time period – click *SAVE*
note: be sure you are in the correct year. You may retroactively enter hours by scrolling back through the months and years.
- Repeat for each activity/date
- Hours can be entered at any time. Pick a regular schedule that works best for you, but should be done at least quarterly.
- Update your *Personal Information* if needed (link in left navigation panel)

3. If you are unable to connect with the on-line system:

- If at all possible**, use a computer at your public or school library, designate another volunteer, teen leader or person you trust to enter your hours on line, or make an appointment to use a computer at the Extension Office to enter your hours.
- As a last resort**, Contact Karen Robertson – at robertk@wsu.edu or 659-3209.

Send Log Form via email to robertk@wsu.edu, or mail to:

Lincoln-Adams 4-H, WSU Extension, 205 W Main Ave., Ritzville, WA 99169,

Extension staff will enter your hours **if and when time permits.**

Optional Time Log for hours worked in specific 4-H program roles.

Optional method to collect your hours and then **enter on-line:** <http://ext.wsu.edu/Volunteers/logon.aspx>

Name: _____

County _____

C = Club/County 4-H Event – Most 4-H activities: attending or assisting with meetings, activities, or events.

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Month/Year _____

Sample	Forum Presentation	1 - 2pm	1
Sample	D	2 - 3pm	1
Date	Activity Code or Description	Time Period	Number of Hours*
1 st			
2 nd			
3 rd			
4 th			
5 th			
6 th			
7 th			
8 th			
9 th			
10 th			
11 th			
12 th			
13 th			
14 th			
15 th			
16 th			
17 th			
18 th			
19 th			
20 th			
21 st			
22 nd			
23 rd			
24 th			
25 th			
26 th			
27 th			
28 th			
29 th			
30 th			
31 st			
*Total Hours (on-line program will compute number of hours for you)			

Month/Year _____

Sample	Club Demo Night	6 – 8 pm	2
Sample	C	6 – 8 pm	2
Date	Activity Code or Description	Time Period	Number of Hours*
1 st			
2 nd			
3 rd			
4 th			
5 th			
6 th			
7 th			
8 th			
9 th			
10 th			
11 th			
12 th			
13 th			
14 th			
15 th			
16 th			
17 th			
18 th			
19 th			
20 th			
21 st			
22 nd			
23 rd			
24 th			
25 th			
26 th			
27 th			
28 th			
29 th			
30 th			
31 st			
*Total Hours (on-line program will compute number of hours for you)			

Signature _____

Date _____

ONLY if you CAN'T find a way to enter your 4-H time on-line: send this Log to: WSU Extension, 205 W Main Ave., Ritzville, WA 99169

Extension programs and policies are consistent with federal and state laws and regulations on nondiscrimination regarding race, sex, religion, age, color, creed, national or ethnic origin; physical, mental or sensory disability; marital status, sexual orientation, or status as a Vietnam-era or disabled veteran. Evidence of noncompliance may be reported through your local Extension office.