



4-H Volunteer Time Sheet

Name _____ Month/Year _____

Club Name _____ Phone Number _____

Activity Codes and Hour Totals for this Report:
 Enter activity code and total hours for the month for each activity or event.
 Total all hours. Round off time to the nearest half hour.

Date	Start Time	End Time	Program County/Department	Location of Activity (what county)	Code	Hours
			Grant			
			Grant			
			Grant			
			Grant			
			Grant			
			Grant			
			Grant			
			Grant			
			Grant			
			Grant			
			Grant			
			Grant			
			Grant			
			Grant			
Total Hours						
<i>Thank you for your Generous Commitment of Time and Talent to Grant-Adams Youth!</i>						

—Select an Activity—

Code:
C: Club/County 4-H Event
D: Deliver Educational Training
H: Help at Fair
P: Prepare for Educational Training
S: Support/Office Work

WSU 4-H Volunteer Hours Report System

How to Report Volunteer Hours on the WSU Volunteer System

- ✿ Log on at <http://ext.wsu.edu/Volunteers/logon.aspx>.
- ✿ Log in with your WSU Volunteer System user name (your last name) and password (password!) - remember the exclamation mark. Some volunteers will need to enter their first and last name as their user name (there is a space between first and last name). The reason for this is that some names are already being utilized as a user name by another volunteer.
- ✿ Select Volunteers from the menu at left.
- ✿ Choose Enter Activity from the Menu items. Click “Select an Activity”. There are five choices. Select the one that best describes your activity.
- ✿ Select the appropriate information from each of the dropdown lists. County/Department is always **Grant**. Location of Activity is the county where the activity took place.
- ✿ 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.

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. The system will be sequentially launched to each WSU Extension volunteer-based program.

—WSU Volunteer Database

If you are unable to log in to the volunteer database or if you have questions, please call the Grant-Adams Extension office, 754-2011 ext. 4313.

How to Report Volunteer Hours

The URL for entering your volunteer hours is <http://ext.wsu.edu/Volunteers/logon.aspx>.

This screen will ask for a User Name and a Password. Your user name is your last name and the Password is password! (don't forget the exclamation point), click Log In.

Some volunteers will need to enter their first and last name as their user name (there is a space between first & last name). The reason for this is that some names are already being utilized as a user name by another volunteer.

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WSU Volunteer Database

Home Logout

In 2016, 3086 volunteers reported 126,548 hours.
Thank you, Volunteers!

WSU Extension

Home
Volunteers

Personal Information
Change Password
Why Report Hours

Log In

User Name: Berens

Password: ●●●●●●

Log In

[forgot password](#)

If you are a WSU employee and using a WSU NetID to log in, please click WSU NetID Logon

WSU NetID Logon

WSU Extension, PO Box 646248, Hulbert 411, Washington State University, Pullman WA 99164-6248, 509-335-2837, [Contact Us](#)

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Complete the requested information (you will only have to do this once). Check to see if your email is correct. Type in none if you have no email. Primary Volunteer County is always **Grant**. Click save.

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WSU Volunteer Database

Home Logout

Welcome to the WSU Volunteer System!

Logged on as: Kiehn
You must complete this information before you can continue.

First Name

Last Name

Middle Name

Address

City

State

ZIP

Phone
(xxx) xxx-xxxx

Primary Volunteer County: Grant

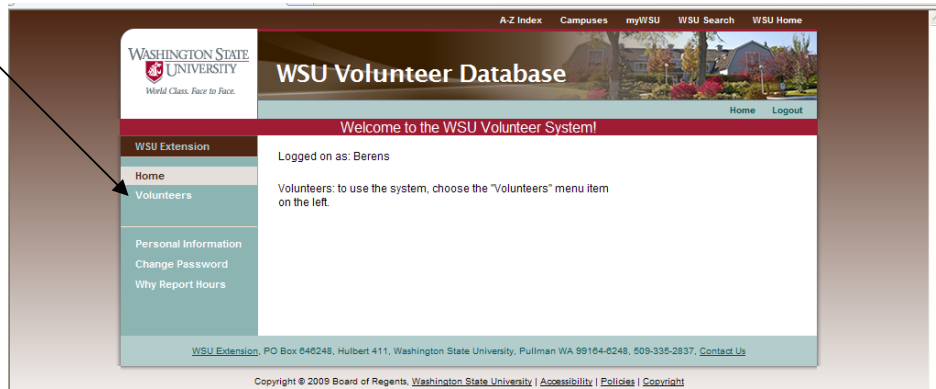
Email

User Name: Kiehn

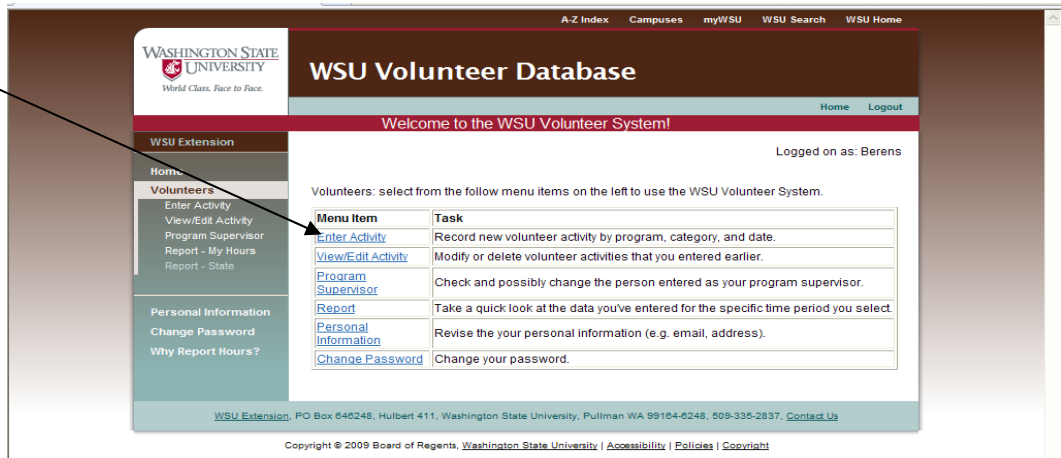
Save

Change User Name

Choose Volunteers

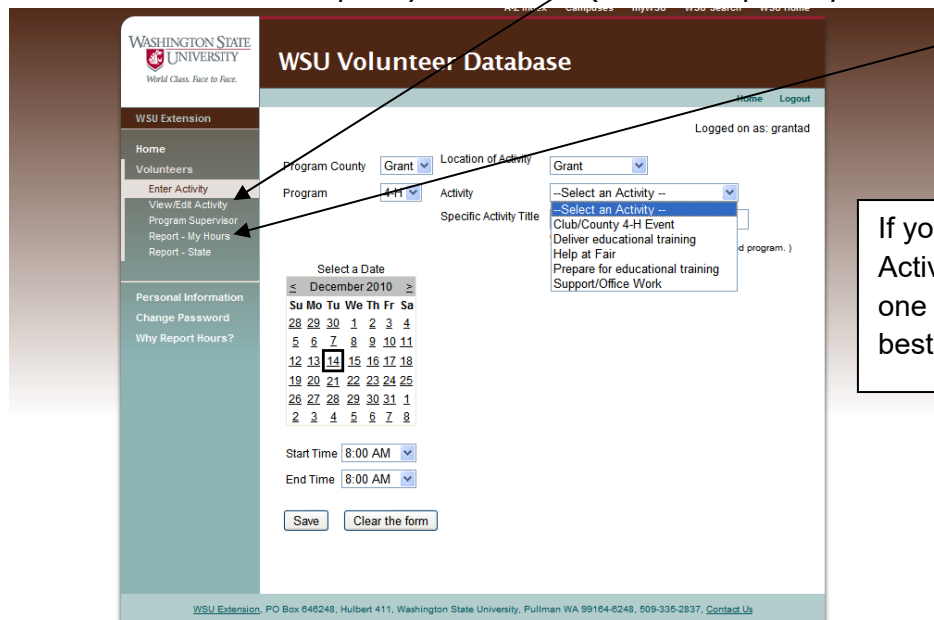


Click on Enter Activity



- ✿ Always select **Grant** for **County/Department** (this includes Adams county citizens enrolled in the WSU Grant-Adams Area 4-H program).
- ✿ Select the Location (what county you were in) of Activity from the drop down list.
- ✿ Select the Activity you are reporting from the dropdown list.
- ✿ Select the Date of the Activity.
- ✿ Enter the Start Time and the End Time of the Activity. (You can enter more that one activity on the same day.)
- ✿ Select Save. That's it!

You can view and edit and print your entries. (Choose 'Report-My Hours' to view & print.)



If you are not sure which Activity to select, choose one of the five available that best describes your activity.

If you are unable to log in to the volunteer database or have questions, please call the Extension office, 754-2011 ext. 4313.