

Whatcom County Master Gardeners

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How to Record Your Volunteer Hours

1. Go to <http://ext.wsu.edu/Volunteers/logon.aspx>
2. Logon with your WSU Volunteer System User name & Password
(if you are a new MG trainee or have never used this system contact your coordinator to make sure you are in the system)
3. From the left menu select **"Volunteers"**
4. From the left menu select **"Enter Activity"**
5. From left menu select the appropriate information for these window dropdown lists:
 - a. **"Location of Activity"**
 - b. **"Activity"**
 - c. **"Date"** (use the navigation arrows on the calendar to get to correct month)
 - d. **"Start Time"/ "End Time"**
6. You may enter multiple activities for the same day, however, each activity must have its own start and end time
7. Master Gardener volunteers may enter demographic info (gender & race) leave BLANK if you do not know
8. Click **"Save"**
9. Confirm your save message in the window at the top of page
10. Now you can choose another menu item OR **Logout** OR **"add a New Record"**. If you add a new record, change the information needed to reflect the new activity

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.

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Master Gardener Program

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