

How to Log Your Volunteer Hours

After you have created a profile and signed up for a volunteer role

We ask all volunteers to log hours quarterly:

January 1-March 31

April 1-June 30

July 1-September 30

October 1-December 31

This is important to ensure we calculate our volunteer hours annually, and that our reports, grant applications and program measurements are fulfilled in time, and we have an accurate sense for future planning.

Volunteers are responsible for logging their completed volunteer hours for each **assigned role(s)**. **You must sign up for a volunteer role prior to logging hours.** Please read our tutorial for “How to Create a Profile” with more details on signing up for an activity if this is unclear.

You can log all hours for your activities directly associated with your **ASSIGNED ROLE(S)** as one lump sum of hours (ie. Tasks such as your guide tours, administration and scheduling that are all connected to your Guide role will be recorded as ‘X hours’ under the assigned role “Guide”).

You are welcome to log your hours daily, for each individual shift, or as one group at the end of each month or quarter. (ie. 78 hours volunteered across January 1-March 31 may all be assigned to March 31 or the separate days, on which you volunteered).

Hours may include:

- a) Role-specific training and orientation,
- b) Professional development / learning (self-directed, online, or on-site) and
- c) Volunteer shifts
- d) Specific duties you are responsible for including team meetings, equipment maintenance, team administration (scheduling, meeting planning), and newsletters

Please follow the steps below to learn how to log your hours.

Step 1: Go to www.MyVolunteerPage.com and sign in to your account.

VOLUNTEER Login

Username
Hjakop@vandusen.org

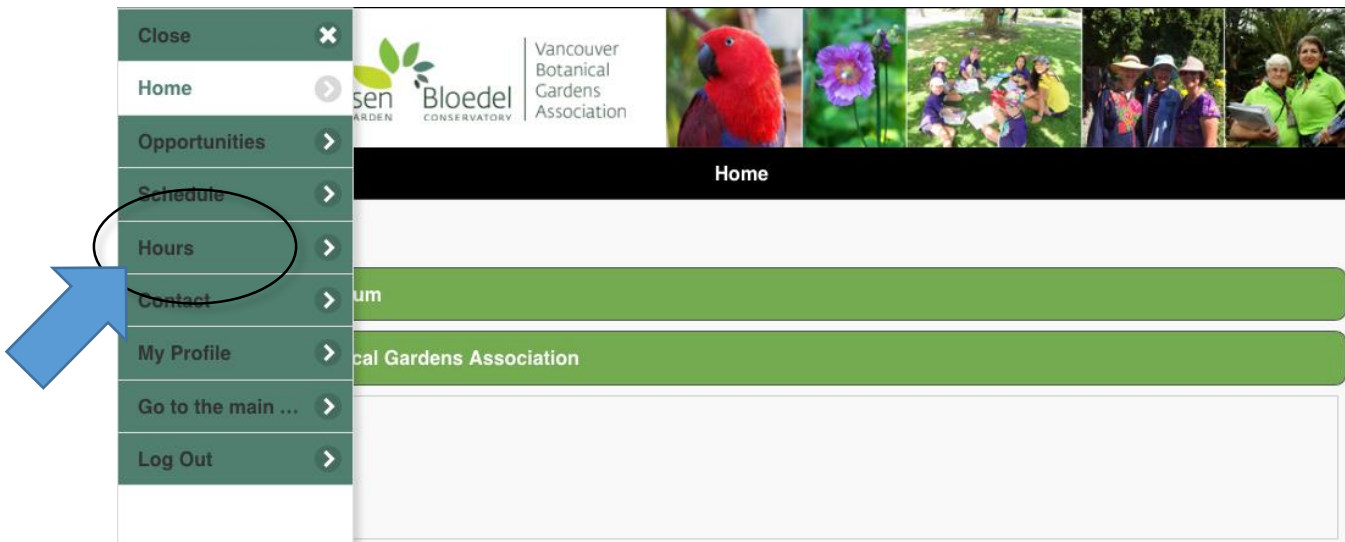
Password
••••••

[Forgot your username or password?](#)

Login

Note: if you have forgotten your username or password, click on the “Forgot your username or password?” link.

Step 2: Once logged in, click the circle in the top left corner which will open a drop down list, including **Hours**



Step 3: Log hours for an “Activity” (your volunteer role). This may include training hours, and time volunteered off-site.

a) Type your activity into the top ‘search line’ (ie. Volunteer Coordinator). It will pop up in a drop down list, click what you are recording your hours for.

Note: only those activities you have been assigned to will appear on this dropdown list

b) Enter date volunteered and record the hours and minutes

c) Remember to click **“Log Hours”!**

Log Hours

Office Support & Special Projects - Volunteer Coordinator

Office Support & Special Projects - Volunteer Coordinator

Include inactive activities in search

Date Volunteered
23/05/2018

Hours
0

Minutes
0

Log Hours

Back

Please note: This is the image you will see when selecting the date to log your hours on.

Log Hours

Office Support & Special Projects - Volunteer Coordinator

Office Support & Special Projects - Volunteer Coordinator

dd/mm/yyyy

Wednesday, May 23, 2018

21	Mar	2018
22	Apr	2018
23	May	2018
24	Jun	2018

Set Date

Log Hours

Step 4: When you have successfully logged your hours, you will be directed to a new screen. Your status will read “Approved”



Vancouver Botanical Gardens Association

Office Support & Special Projects - Volunteer Coordinator

Hours 5.00

Status Approved

Date Volunteered Wednesday, May 23, 2018

Please note: to save time, you can log all hours volunteered in a month or a quarter on **one** day.
(ie. Total of 86 hours volunteered in the month or March can all be assigned to March 31st, 2018)