Volunteer Connection: Tip Sheet for Volunteers

Member Profile: Submitting Your Volunteer Hours

The time you spend volunteering is critical to the American Red Cross. It is important that volunteer hours are submitted through Volunteer Connection so they can be tracked as part of the overall mission.

Tracking volunteer hours is important because it:

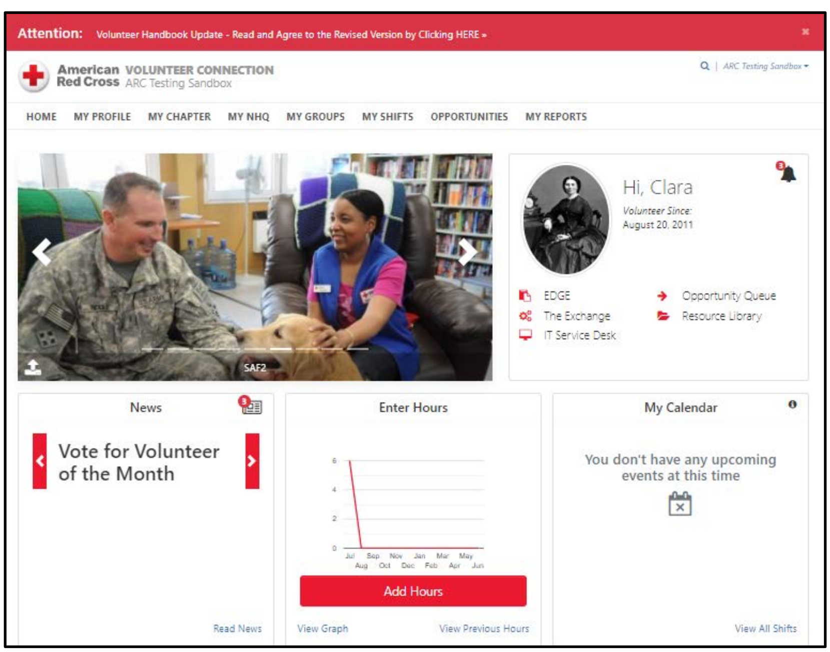
- demonstrates the value of our volunteers' time in service to our mission, allowing the Red Cross to dedicate a higher percentage of expenses to direct services and programs;
- provides specific information to understand volunteers' contributions to the community through their Red Cross service and allows us to recognize and appreciate these accomplishments; and
- shows our donors, community leaders, and the general public the quantifiable power of Red Cross volunteers.

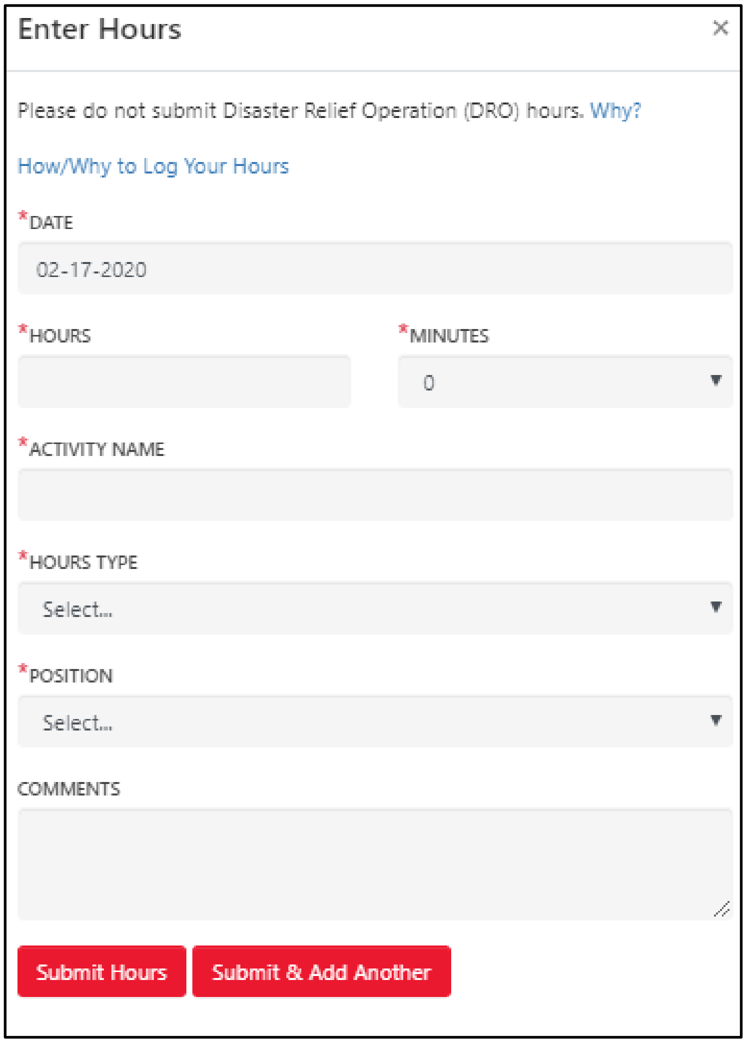
Entering Hours

Enter all of your volunteer hours including on-site meetings and conferences, project, virtual assignment done from home, and hours that you are on-call such as being a Duty Officer. You can also enter your hours for travel time to and from Red Cross events. Some of your hours may be entered automatically from shifts that you've signed up for including DAT on-call shifts or other regularly occurring volunteer activities including training courses completed in EDGE, Articulate or YouTube videos hosted within Volunteer Connection. For these shift activities, you do not need to manually enter your hours.

To submit your hours, follow these steps:

1. Log into Volunteer Connection.
2. Locate the **Enter Hours** section in the middle of your home page.
3. Click the red box labeled **Add Hours** to open a new window to enter your hours.





Enter Hours ×

Please do not submit Disaster Relief Operation (DRO) hours. Why?

How/Why to Log Your Hours

*DATE

02-17-2020

*HOURS

*MINUTES

0

*ACTIVITY NAME

*HOURS TYPE

Select...

*POSITION

Select...

COMMENTS

Submit Hours | Submit & Add Another

4. **Date** – Enter the date of volunteer hours you are submitting.
5. **Hours** – Enter the amount of time worked in hours (maximum of 40 hours per submission). **Note**: If the amount of time worked is less than 1 hour, be sure to enter a Zero in the Hours field.
6. **Minutes** – Enter the amount of time worked in minutes (in 15 minute increments).
7. **Activity Name** – Enter description of volunteer activity performed.
8. **Hours Type** – Select type of hours (**Worked** or **Oncall**).
    - **Worked** hours are when you've volunteered for the Red Cross on site, from home (remotely), at an event, at a meeting, or at an exercise. When you have to commute to volunteer, please include that time. If a volunteer responds during an oncall shift, whether they leave their house or participate from home, these hours should be entered as "worked".
    - **Oncall** hours are when you have agreed to be oncall for a specific date and time slot. For some activities oncall hours are automatically tracked when you register for an oncall shift in Volunteer Connection. Oncall is not the same as being on a 'call-down roster'. Please check with your supervisor to clarify which oncall hours you are responsible for submitting.

9. **Position** – Select the position for which you performed the activity.
   Note: Only your active positions are available for selection. If you do not have an active position, you will not see this field but will be able to submit hours.
10. When ready to submit, click on the red **Submit Hours** button or the **Submit & Add Another** buttom to submit additional hours.
11. You can view your previous hours by clicking **View Previous Hours**.

National Disaster Relief Operation (DRO) Hours

A volunteer's Disaster Relief Operation hours are automatically applied to their volunteer record based on the date they were assigned and the date they were released from the disaster assignment. For each assigned day, a volunteer will be credited 10 "worked" hours. Volunteers do not need to enter their own DRO hours. Assignment and Release are done through Disaster Cycle Services via the **Disaster Management** tab in Volunteer Connection. If a volunteer is listed as Stand-by for a deployment but not actually assigned, these hours can be logged by the volunteer as "oncall" hours.

Additional Resources

Resource Library in Volunteer Connection (link): Select category/filter from left menu.