



WELD COUNTY
COLORADO STATE UNIVERSITY
EXTENSION

Reporting Leader Hours in 4hOnline

What's New -

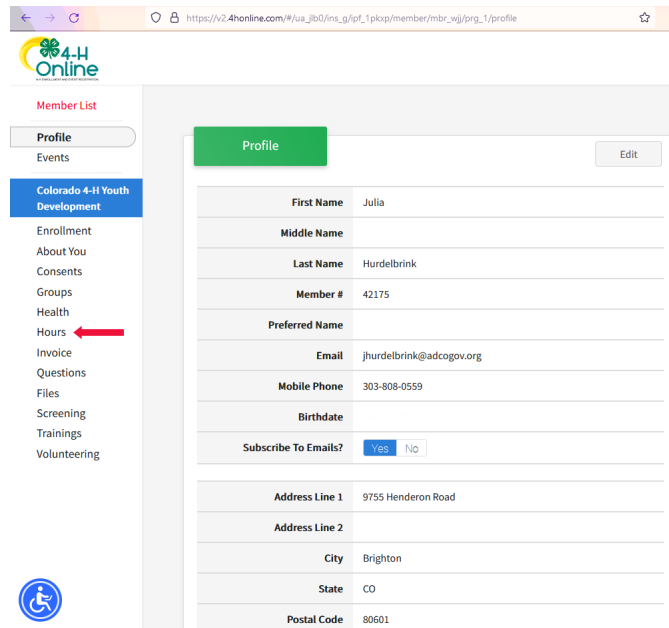
In an effort to track the number of hours given to 4-H by our volunteers, we are asking that every volunteer leader reports their hours at least on a quarterly basis. We will use this data to show our commissioners as well as our state and federal partners the impact you are making on our county 4-H program.

You will be reporting your time as a 4-H volunteer leader. This may include one on one meetings with families/ members, club meetings, project meetings, phone calls, committee meetings, etc...Anything you do as 4-H volunteer leader for the 4-H program.

Once you have reported hours, you can always go back in and edit the entry. So, if you want to have all of your hours for a club meeting in one entry, every time you go into 4hOnline to report, you can edit the specific entry for your club hours.

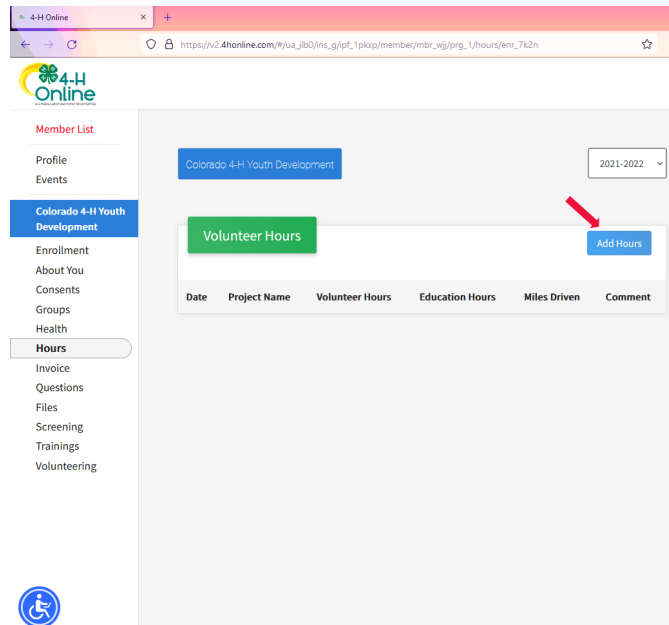
If you want to go back to the beginning of the 4-H year to start capturing your volunteer hours, you are welcome to do that. Or you can start reporting as of now and moving forward.

Steps to Reporting



Step 1

Sign into your account in 4hOnline. Under your profile, in the menu on the left side of the screen you will see hours. Click on hours.

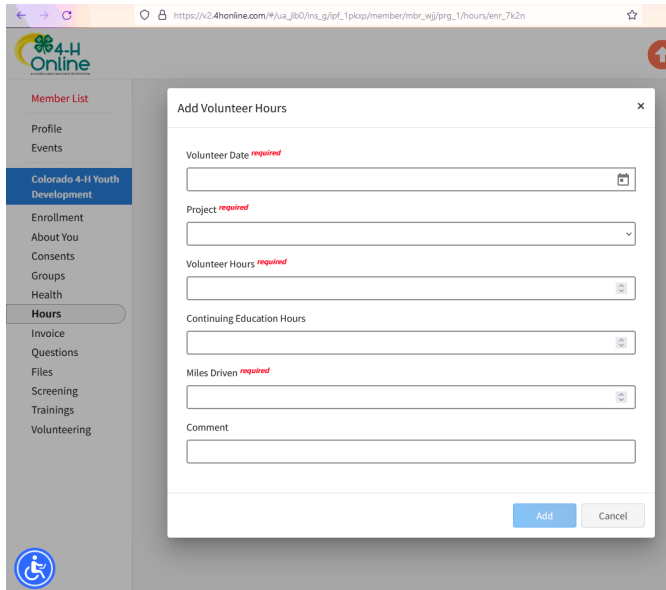


Step 2

Click on the blue box that says "Add Hours" on the right side of the screen

Reporting Leader Hours in 4hOnline

Steps to Reporting *(continued)*

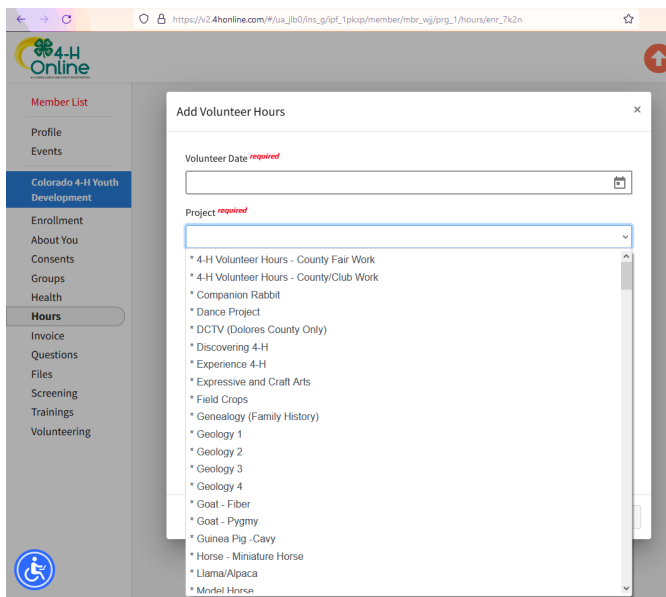


→ Volunteer Date - this can be the specific date of the event (project meetings) or if you are grouping the events (like club meetings), you can choose a date within that quarter to use.

→ Project - if you are doing specific project meetings, choose the project that it is.

★ *If you are doing a workshop on cake decorating and covering all of the units, then you can pick one to put the hours you put into the workshop under. If it is a specific unit you are teaching, then choose that.*

★ *For club meetings or fair work specifically, you can add hours associated to that under one of those areas (as seen at the top of the box)*



→ Volunteer Hours - # of hours for what you've done. You can include drive time if it is part of the 4-H event (example - driving to shooting sports practice, etc)

→ Continuing Education Hours - this is where you would put training hours. This can include shooting sports leader training, county specific leader trainings, etc.

→ Miles Driven - can put 0 in this. If you want to include the miles driven for 4-H purposes, you are welcome to do this. This would be driving from your home to a meeting, to practices, etc.

→ Comment - this is where you can identify the event you are reporting hours of volunteer work. It may be a club meeting, chaperoning a conference, etc.

Step 3

Fill in the information that is asked for in the box

Questions?

Contact Kim or Michelle ►►



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