2011 Volunteer Report
County User’s Guide

Website Link: http://volunteerreport.tamu.edu

Reporting starts December 1, 2011.
County volunteer data must be entered by January 13, 2012.

If you have questions about the volunteer report, please contact:
Courtney Dodd, cfdodd@ag.tamu.edu
Importance of the Volunteer Report:

Volunteers are the heart and hands of Extension, helping extend educational programs and reach more people. It is important for us to interpret to key stakeholders how we utilize our volunteer workforce to help achieve our agency’s mission of… improving lives, improving Texas.

Data are gathered from each county on an annual basis in order to prepare an updated and accurate report of the number of volunteers and the hours they annually contribute to Extension programs.

When compiling and entering data into the volunteer reporting system, it is important to take the task seriously when reporting the number of volunteers and hours volunteers contributed in 2011. Accurate reporting of volunteer hours is imperative and provides Extension with realistic figures to share with stakeholders.

How the Volunteer Report Benefits County Extension Agents:

Upon completion of the volunteer report, counties are encouraged to share the results with stakeholders, including volunteers. Each county may access a two-page report that provides a summary of volunteers and a “check” indicating the value of the volunteers and the time they contributed to Extension programs.

Purpose of the Volunteer Report User’s Guide:

The Volunteer Report User’s Guide contains step-by-step instructions for County Extension Agents to follow when completing the volunteer report and answers frequently asked questions pertaining to completion of the annual report.

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Instructions:

In order to complete the volunteer report, please perform the following steps.

1. Meet with all county staff to determine method for gathering data and dividing responsibilities, providing each staff member with a copy of the online reporting template. **NOTE:** One person may be responsible for entering the data into the volunteer report for the county, or each agent can enter the information for program area(s) for which they are responsible.

2. Collectively, set timeline for compiling information from each program area.

3. Determine the number of volunteers in a specific volunteer group and calculate the average number of hours volunteered annually per volunteer.

\[
\text{Total number of hours volunteered} \div \text{Total number of volunteers} = \text{Average number of hours volunteered annually per volunteer}
\]

4. The volunteer reporting system can be linked at [http://volunteerreport.tamu.edu](http://volunteerreport.tamu.edu)

5. Each agent may log in and enter information into the volunteer reporting system. To log in, county Extension agents will use their AgriLife People login credentials.
   - Account Name: firstname.lastname
   - Password: password used to log into Outlook (e-mail)

6. A help button is available for most volunteer types. Click on the help button for an explanation of that volunteer type.

7. Enter the total number of volunteers and the **average** number of hours volunteered annually per volunteer.

   **Tips for data entry:** Numbers should be entered as whole numbers (no decimals). Examples of entries can be found in the Frequently Asked Questions Section of the User’s Guide.

   **NOTE:** To view your county’s volunteer survey entries from previous years, see the link(s) at the top of the data entry page.

8. Answer the two final questions at the bottom of the survey page. All counties are required to answer these questions.
   a. Of your county’s total number of volunteers, how many teach and lead educational programs?
   b. How many people are reached through these volunteer-led educational programs?

9. All volunteer reporting information must be submitted by **January 13, 2012**.
2011 Volunteer Report Form Worksheet

Counties may use this worksheet to sketch out their entries into the volunteer reporting system. The online report form will look similar to this worksheet.

<table>
<thead>
<tr>
<th></th>
<th>Number of Volunteers</th>
<th>Average Number of Hours Volunteered Annually per Volunteer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leadership Advisory Board</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ag/NR Program Area Committees</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ag/NR Program Area Task Forces and Coalitions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FCS Program Area Committees</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FCS Program Area Task Forces and Coalitions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EFNEP Volunteers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Community/Economic Development Committees</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Youth Board</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4-H Task Forces and Coalitions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Master Volunteers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4-H Livestock Mentors</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Result Demonstration Cooperators</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Texas Extension Education Association</td>
<td></td>
<td></td>
</tr>
<tr>
<td>County Parent/Volunteer Leader Association</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4-H Direct Adult Volunteers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4-H Direct Youth Volunteers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Military Volunteers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1890/Cooperative Extension Program Volunteers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Random/Episodic Volunteers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Indirect Volunteers</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Of your county’s total number of volunteers, how many teach and conduct educational programs? [ ]

How many people are reached through these volunteer-led educational programs? [ ]
Explanation of Volunteer Groups

Leadership Advisory Board: Include members of the Leadership Advisory Board ONLY!

Ag/NR Program Area Committees: Includes Ag/NR Program Area Committees, as well as IPM, Horticulture and Marine Program Area/Advisory Committees. Please do not include task force and coalition members; they are reported in a separate section.

Ag/NR Program Area Task Forces and Coalitions: Examples include Beef and Forage Task Force and Row Crop Task Force.

FCS Program Area Committees: Include FCS Program Area Committees only. Do not include FCS-related task force and coalition members; they are reported in a separate section.

FCS Program Area Task Forces and Coalitions: Examples include Do Well Be Well, Walk Across Texas, Diabetes Coalitions, and BLT Task Forces. Quilt committees and FCS Study Groups may also be included.

Community/Economic Development Committees: If the Leadership Advisory Board serves in this capacity, please only include their time and hours with the LAB totals.

Youth Advisory Board: Include members of the Youth Advisory Board only! Please do not include other 4-H/youth task force and coalition members; they are reported in a separate section.

4-H Task Forces and Coalitions: Examples include finance and recognition task forces. Also included may be task forces/coalitions that provide guidance to the planning of agriculture awareness events.

Master Volunteers: Examples include Gardener, Naturalist, Marketer, Clothing, and Wellness. Do not include 4-H Master Livestock Volunteers or 4-H Livestock Mentors in this section.

4-H Livestock Mentors: Include all volunteers that have been trained to serve as a 4-H Livestock Mentor (beef, swine, sheep and goat, small animals and horse). Volunteers previously trained as Master Livestock Volunteers should also be included in these totals.

Result Demonstration Cooperators: Volunteers assisting with result demonstrations.

Texas Extension Education Association: Include all TEEA members in the county.

County Parent/Volunteer Leader Association: These are parents and volunteers that are members of the county 4-H parent/volunteer leader association.

4-H Direct Adult Volunteers: Examples include club managers, activity leaders and project leaders. Teachers/volunteers implementing curriculum enrichment should also be included in this section.

4-H Direct Youth Volunteers: Examples include junior/teen leaders, council officers and ambassadors.

Military Volunteers: Volunteers assisting with the military 4-H program.

1890 Volunteer Groups: Include all volunteers that work with any Cooperative Extension/1890 Program.

Rando/Episodic Volunteers: Include one-time event volunteers contributing at least two hours of service, such as fair/event judges, fair helpers, workshop assistants, etc. These volunteers may only assist with one event each year or several events throughout the year.

Indirect Volunteers: Include individuals who contribute to the program but do not necessarily have direct contact with clientele, such as external board and committee members, donors, etc. A common example is livestock show/fair boards and associations.
Frequently Asked Questions

Technical Support

1. **What is my county’s passcode?**
   Passwords are no longer assigned to counties. Instead, County Extension Agents log in to the volunteer reporting system using their AgriLife People credentials.
   - Account Name: firstname.lastname
   - Password: password used to log into Outlook (e-mail)

2. **How can I get the information I entered into last year’s volunteer survey?**
   Information entered into previous volunteer surveys is available for each county. Click on the year at the top of the data entry page to access that year’s information for your county.

3. **Am I supposed to get a confirmation page after submitting my county’s volunteer report?**
   Yes! Upon submitting your county’s volunteer report, the screen should provide a confirmation statement that your volunteer report has been submitted successfully. If you do not get this confirmation message, then your report did not go through.

Data Entry

4. **Can I just enter the total number of hours contributed by each volunteer group?**
   No! The volunteer survey requires the AVERAGE number of hours each volunteer contributed to Extension programs. To determine this average, complete the following formula for each volunteer group:

   \[
   \text{Average number of hours volunteered annually per volunteer} = \frac{\text{Total number of hours volunteered (for all volunteers in one category)}}{\text{Total number of volunteers (in one volunteer category)}}
   \]

5. **If a volunteer serves in more than one role (i.e. a Master Gardener that also serves on the Leadership Advisory Board), should he/she be counted in each volunteer group?**
   Yes! The Volunteer Report provides the total number of volunteers for each Extension group, so count the total number of volunteers for each group even if some serve in multiple roles.

6. **How should numbers be entered in the volunteer report?**
   All numbers entered in the volunteer report should be entered as whole numbers. No decimals should be used. Using decimals or commas may trigger an error.

<table>
<thead>
<tr>
<th>Entry Tip</th>
<th>Correct Entry</th>
<th>Incorrect Entry</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter numbers as whole numbers (no decimals)</td>
<td>22 hours</td>
<td>21.85 hours</td>
</tr>
<tr>
<td>Enter numbers without commas</td>
<td>1025 volunteers</td>
<td>1,025 volunteers</td>
</tr>
</tbody>
</table>
7. Why do we have to complete the volunteer report?
Volunteers are the heart and hands of Extension, helping extend our educational programs and reach more people. It is important for us to interpret to key stakeholders how we utilize a volunteer workforce to help achieve our agency’s mission…improving lives, improving Texas.

8. Doesn’t the TExAS System provide this information for us?
No, the TExAS System does not completely capture this data on the number of volunteers and the hours they contribute to Extension programs. Therefore, this annual report is necessary.

9. Can I get a report of my county’s volunteer report to share with my commissioners and volunteer groups?
Yes! Each county is strongly encouraged to share the results of the volunteer report with stakeholders, including volunteers. Upon completion of the volunteer report, each county may access a two-page report that provides a summary of volunteers and a “check” indicating the value of the volunteers and the time they contributed to Extension programs.

Additional volunteer interpretation tools are available at http://od.tamu.edu (click on “Volunteerism Resources” link).

Other

10. What is the dollar value of a volunteer’s time?
The current rate that the Texas AgriLife Extension Service uses is $21.36 per hour (www.independentsector.org). This figure is updated each spring (April/May). Therefore, when the Independent Sector updates the hourly wage rate in spring of 2012, Extension will also update the dollar figure used. The change will also be reflected in each county’s volunteer report.