Volunteer Hours for 2021 (Reporting Period is October 1, 2020 through September 30, 2021)   Version 2021.4

Record #	Date of Activity (mm/dd/yy)	First Name	Last Name	Email Address	First-Time Volunteer?	Type of Volunteer Activity	Location of Activity	Hours of Work Activity	Hours of Travel (round trip time)	Round Trip Mileage	Other Notes/Information
	The following few rows are samples of possible volunteer hour records.										
	Cells with a red diamond in the up right-hand corner contain a Comment. To view the Comment, click on the cell and then on the 'Comments' button. The comment shows in the sidebar on the right side of the spreadsheet.										
example 1	11/11/20	James	Doe	JamesDoe@email.net		ATC Trail/Facility Work	3 mi. of AT south of Windsor Fu	5.2	1.0	35.0	cleared trees and brush
example 2	11/11/20	Nancy	Doe			ATC Trail/Facility Work	3 mi. of AT south of Windsor Fu	5.2	1.0	35.0	cleared trees and brush
example 3	11/11/20	5 Scouts	Troop 156, Lebanon		y	ATC Trail/Facility Work	3 mi. of AT south of Windsor Fu	26.0	7.0	280.0	cleared trees and brush
example 4	4/1/21	James	Doe	JamesDoe@email.net		BMECC Field/Facility Work	Rentschler Arboretum	6.0	3.0	12.0	mowed grass
example 5	6/25/21	James	Doe	JamesDoe@email.net		ATC Trail/Facility Management	Harrisburg	6.0	3.0	120.0	attended Regional Meeting
	Please input your volunteer data into the first empty row below. Additional detailed instructions for data entry can be found by clicking on the "Instructions" tab at the bottom of page.										
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Instructions for Recording Volunteer Hours for 2021
Version 2021.4

Background information:

There are two options for recording your volunteer hours.

Option 1 is "Paper Only" recording.

> If you do "Paper Only" recording, then at the end of the reporting period (September 30, 2021) you will have to mail your completed data form to the club coordinator at Ron Kunkel, 191 Lesher Mill Rd, Mohrsville PA 19541, or email a copy to Ron at rikunk@comcast.net.

Option 2 is "Online Excel" recording.

> If you do "Online Excel" recording, then at the end of the reporting period you will not have to do anything additional because the club coordinator can access your recorded online data.
>
> To use "Online Excel" recording you will have to send an email to Ron at rikunk@comcast.net asking him to create an online data file for you.
> He will then send you a return email with the hyperlink that allows you to access your online data file.

Hint: As I complete my volunteer hours, in real time I write down my information to the paper data form, and then at some later more convenient time I enter the recorded data into the online data file.

General Instructions:

1. Print out this file. It contains two documents. One document is this instructions page and the other is the paper version of the volunteer hours data entry form. Print in landscape layout.

2. As you do volunteering, write down your hours with the requested details onto the data entry form.

> **Please be sure to include a valid option for the column "Type of Volunteer Activity".**
> **A list of valid options for this column is included at the end of this instructions document.**

Note, a BMECC member can record not only their volunteer hours onto the member's data form, but also the volunteer hours of other BMECC members and non-members that they worked with.

In this case the volunteer hours for each participant's activity should be recorded on a separate row of data. And if there was a group of volunteer participants, such as scouts, then their hours can be entered as a group but be sure to multiply the number of hours by the number of people in the group. A few examples of these various types of data entries are shown in the top few lines of the data entry form.

3. To record your volunteer hours to your Online Excel file, open the online file via the hyperlink supplied to you in the coordinator's email sent to you. The Online file should open with the "Volunteer Hours" tab (bottom of screen) being active and showing the data entry form. If you need to view these instructions, simply click on the "Instructions" tab.

> Your Online Excel file will open in Viewing, aka read only mode. To exit Viewing mode and enter Editing mode, click on the 'Viewing' button and then select 'Editing'.
> Enter your data into the first empty row below the examples section of the data entry form.
> Be careful not to change any of your already entered data.

Column by Column Instructions:

Data of Activity

Enter the date of the work activity using the format mm/dd/yy and press → to record the data and advance to the next column.

Note, if you use the Enter key instead of the →, the cursor may jump down a row rather than across to the next column. In this case use the arrow keys to advance to the next column.

First Name

Enter the first name of the volunteer and press → to record the data and advance to the next column.

Last Name

Enter the last name of the volunteer and press → to record the data and advance to the next column.

Email Address

Enter your email address press → to record the data and advance to the next column.

You only need to enter the email address for the file owner, the person entering the data.

First Time Volunteer?

Enter 'y' if the person is a first time volunteer, else leave the cell blank.

If there is nothing to enter into the cell, press → to advance to the next column.

Type of Volunteer Activity

When the cursor is on this cell, an arrow will appear to the right of the cell.

Click on the arrow, to display a list of valid options for entry into this cell.

Click on the activity that best describes your volunteer work, then press → to record the data and advance to the next column.

Location of Activity

Type in a brief description of the activity location such as a section of trail or facility name, and then press → to record the data and advance to the next column.

Hours of Work Activity

Enter the hours of actual work time, then press → to record the data and advance to the next column.

If you entering work hours for a group, enter the cumulative hours for the entire group.

See example 3; 5 people X 5.2 hours = 26 hours. See example 3; 5 people X 5.2 hours = 26 hours.

Hours of Travel (round trip time)

Enter the hours of round trip travel time, then press → to record the data and advance to the next column.

If you entering travel time for a group, enter the cumulative hours for the entire group. See example 3; 5 people X (2 X 0.7 hours) = 7 hours.

Round Trip Mileage

Enter the round trip mileage, then press → to record the data and advance to the next column.

If you entering mileage for a group, enter the cumulative miles for the entire group. See example 3; 5 people X (2 X 28 miles) = 280 miles.

Other Notes/Information

Enter a brief description of the actual work activity performed, then press → to record the data.

This completes data entry for this event. Click on the next empty row at column B if you need to enter more records.

If you are using Online Excel and your data entry is complete, simply close your browser window.

Valid options for the 'Type of Volunteer Activity' with brief descriptions:

ATC Trail/Facility Work = work on the AT trail, feeder trail, or facility

ATC Trail/Facility Management = planning, organizing, report preparation for an AT trail/facility

ATC Corridor Work = work on an AT corridor

ATC Corridor Management = planning, organizing, report preparation for an AT corridor

ATC Outreach = attending, conduction an AT outreach event for a group

ATC Training/Workshop = attending, conducting an AT training activity

ATC Hike/Activity = leading an AT hike or other activity

ATC Meeting = attending an AT sponsored meeting

BMECC Trail/Facility Work = work at a BMECC facility such as the Rentschler Arboretum

BMECC Management = planning, organizing, report preparation by BMECC officers and coordinators

BMECC Outreach = attending, conducting a BMECC outreach event for a group

BMECC Training/Workshop = attending, conducting a BMECC training activity

BMECC Hike/Activity = leading a BMECC hike or other activity

BMECC Meeting = attending a BMECC sponsored working meeting, not monthly membership meetings

KTA Trail/Facility Work = work on a KTA trail/activity

KTA Meeting = attending a KTA sponsored meeting