Options for reporting "Volunteer Hours"

Version Mar7.1

The BMECC is collecting volunteer hours for the ATC, KTA, and BMECC organizations.
Additionally there are three options: A, B, or C for reporting volunteer hours for these three organizations.
Please review the brief descriptions **of Options A, B, and C directly below. Choose your preferred method for recording volunteer hours and then follow the** detailed instructions **as provided later in the document.**
Note – Not every BMECC member is expected to be filling out these data forms. If you only volunteer a hand full of times during the year, please rely on the member who organized your activity to record your volunteer yours.

Brief descriptions of Options A, B, and C:

Option A – Online data reporting using Online Excel.
 If you have internet access you can use specially provided links to access a program called Excel Online. This option allows you to directly enter volunteer hours into online Excel files, one file for each of the organization ATC, KTA, and BMECC.

> This data recording option records the volunteer hours directly into an online Excel file that is compatible with BMECC's official record keeping file.
> You do not need to have Microsoft Excel or Open Office software installed on your computer to use this option.
> After your data is entered online, it is automatically saved, and you are done.

If you wish to use this option for recording your volunteer hours, go to Option A below for detailed instructions.

Option B – Record your data using your local Excel program, then submit the data to the coordinator.
 If you have internet access and if you have Microsoft Excel or Open Office software installed on your computer, you can use specially provided files, one file for each of the organization ATC, KTA, and BMECC, to record your data.

> You must have Microsoft Excel or Open Office software installed on your computer to use this option.
> If you use this option for recording your volunteer hours, you will be saving your data in the files provided onto your local computer. At some frequency you will have to submit the data files to Ron Kunkel, the BMECC member coordinating the collection of the volunteer data.
> The submission of the data files to Ron would be by emailing a copy of the Excel files to Ron.
> After your data is entered to your computer, you will have to later send the data files to the coordinator.

If you wish to use this option for recording your volunteer hours, go to Option B below for detailed instructions.

Option C – Paper recording of data and submittal of the data to the coordinator.
If you would rather have paper forms on which to record your volunteer hours, then you need to obtain copies of the data forms. You can obtain the data forms by either an email request to Ron or by picking up paper copies of the forms at one of the club meetings.

> If you use this option for recording your volunteer hours at some frequency you will have to submit that data forms to Ron Kunkel, the BMECC member coordinating the collection of the volunteer data.
>
> The submission of the data forms to Ron could be via any number of methods.
>
> You can mail a photocopy to Ron's postal address, or if you have email, you can email PDF scans of the completed data forms to Ron.
>
> After your data is recorded on paper, you will later have to send it to the coordinator.

If you wish to use this option for recording your volunteer hours, go to Option C below for detailed instructions.

Detailed instructions for your selected Options A, B, or C:

Option A – Online data reporting using Online Excel.

1. Control+Click on the following link to open a preformatted email message. Email A to Ron
   > In the body of the message indicate Option A, your Firstname and Lastname, and the email address to which you want me to reply.
   >
   > Send the message. It will automatically be sent to Ron Kunkel.

2. Ron will then send you a return email message that contains:
   a) 3 links to your unique online data files, one each for ATC, KTA, and BMECC hours, and named:
   > 'Your Name – ATC Hours for 2019.xlsx'
   > 'Your Name – KTA Hours for 2019.xlsx'
   > 'Your Name – BMECC Hours for 2019.xlsx'
   > These are Excel spreadsheet files for recording the volunteer hours for you and possibly others who worked on a project that you coordinated.

   b) 3 PDFs of the 'Volunteer Hours' data pages for ATC, KTA, and BMECC, and
   c) a PDF of the data entry 'Instructions' page applicable for the above data forms/files.
   > The' Volunteer Hours' data pages are printable data forms like those contained in the Excel files. You may want to print out the PDF files for reference and possibly to use them to hand record your volunteer hours on paper before later entering them into the online Excel files.

3. To enter data into an online data file, from within the return email, Control+Click one of the provided links.
   > An Excel spreadsheet file named 'Your Name - ATC Hours for 2019.xlsx', for example, will open up in your Windows browser in Read Only format in a program called Excel Online.
   > After the file opens, PLEASE verify that the file you opened is indeed the file intended. The name of the open file appears just to the left of the 'Edit in Browser' button. If it is NOT the file intended, you will need to contact Ron at rikunk@comcast.net.
   > Expand the width of the browser window to show all of the columns A through L.

4. Click on the 'Edit in Browser' button to fully activate the functions of the spreadsheet.
   > At this point you can enter your ATC volunteer hours directly into the online spreadsheet.
   > > Follow the instructions contained in the Comments which exist for some of the individual cells (ones with a red diamond in the upper right-hand corner) and as further described on the 'Instructions' page of the spreadsheet.

5. When your data input for the ATC is complete, simply close your browser window.   Your data is automatically saved into the online file.

6. Repeat this process for the KTA and BMECC organizations if you also have volunteer hours to record for those organizations.

Option B – Record data using your local Excel program, then submit the data to the coordinator.
This option assumes that you have Microsoft Excel or Open Office installed on your local computer.

1. Control+Click on the following link to open a preformatted email message. Email B to Ron
    > In the body of the message indicate Option B, your First and Lastname, and the mail address to which you want me to reply.
    > Send the message. It will automatically be sent to Ron Kunkel.

2. Ron will then send you a return email message that contains:
    a) 3 unique data files, one each for ATC, KTA, and BMECC hours, and named:
        > 'Your Name – ATC Hours for 2019.xlsx'
        > 'Your Name – KTA Hours for 2019.xlsx'
        > 'Your Name – BMECC Hours for 2019.xlsx'
        > These are Excel spreadsheet files for recording volunteer hours for you and possibly others who worked on a project that you coordinated.
    b) 3 PDFs of the 'Volunteer Hours' data pages for ATC, KTA, and BMECC, and
    c) a PDF of the data entry 'Instructions' page, applicable for the above data forms/files.
        > The' Volunteer Hours' data pages are printable data forms like those contained in the Excel files.
        > You may want to print out the PDF files for handy reference and possibly to use them to hand record your volunteer hours on paper before entering them into the Excel files.

3. Copy the provided Excel data files into a folder on your computer where it is accessible by Excel or Open Office.

4. Start your spreadsheet program, either Excel or Open Office and open one of the data files.
    > An Excel spreadsheet file named 'Your Name - ATC Hours for 2019.xlsx', for example, will open up in an Excel window.
    > After the file opens, PLEASE verify that the file you opened is indeed the file intended. If it is NOT the file intended, you will need to contact Ron at rikunk@comcast.net.
    > Expand the width of the browser window to show all of the columns A through L.

5. Enter your ATC volunteer hours directly into the spreadsheet.
    > Follow the instructions contained in the Comments which exist for some of the individual cells (ones with a red diamond in the upper right-hand corner) and as further described on the 'Instructions' page of the spreadsheet.

6. When your data entry is complete, save the file by clicking on the 'Save' button.
    > Note where the file is being saved.
    > You may have to click on 'Save As' to see where the file is being saved.
    > You must however Save the file before closing Excel or going on to the next file.

7. Repeat this process for the KTA and BMECC organizations if you also have volunteer hours to record for those organizations.

8. Close your Excel application

9. If you record your volunteer hours into the files on your computer, at some frequency you will have to email the data files to Ron to have it included in our records.   Ron's email address is rikunk@comcast.net.

Option C – Paper recording of data and submittal of the data to the coordinator.
This option is primarily for people who do not have a computer and internet access, or simply want to use a strictly paper method for recording their volunteer hours.

1. Obtain copies of the 'Volunteer Hours' data forms and 'Instructions' page.
<u>If you have email capability</u>:

       a) Control+Click on the following link to open a preformatted email. <u>Email C to Ron</u>
       <u>In the body of the message indicate Option C, your First and Lastname, and the email address to</u>
       <u>which you want me to reply.</u>
       Send the message. It will automatically be sent to Ron Kunkel (<u>rikunk@comcast.net</u>).
       b) Ron will then send you a return email message that contains:

              1) 3 PDFs of the 'Volunteer Hours' data forms, for ATC, KTA, and BMECC, and
              2) a PDF of the data entry 'Instructions' page for these data forms.

       There are separate 'Volunteer Hours' data forms for each of the ATC, KTA, and BMECC
       organizations volunteer hours.
       The 'Instructions' page is applicable to all three data forms.
       c) Print the PDF files and save the email in case you need more forms later.

<u>If you do not have email capability</u>:

       a) If you do not have email capability, you can pick up paper copies of the 'Volunteer Hours'
       data forms and 'Instructions' page at a club meeting, or
       b) You can send a letter to Ron requesting the data forms and instructions. Ron's postal
       address is Ronald Kunkel, 191 Lesher Mill Rd., Mohrsville PA 19541

2. If you use this paper option for recording your volunteer hours at some frequency you will have to submit that data forms to Ron Kunkel, the BMECC member coordinating the collection of the volunteer data. The submission of data to Ron could be by email or USPS mail:

       a) You can email a scanned copies of the data forms (PDF format) to Ron at <u>Email to Ron</u>, or
       b) You can mail the paper copies of the data form to Ron's postal address at Ronald Kunkel, 191
       Lesher Mill Rd., Mohrsville PA 19541