



Tracking your volunteer hours

Please follow the step-by-step instructions for setting up your volunteering tracking account and entering your volunteer hours. Setting up your account takes an initial 5 minutes, while entering your volunteer hours only takes about 30 seconds per event. Set it up today and then come back about once a month and enter in any volunteer hours; including YPC meetings or YPC events or any volunteering you do on your own like Big Brothers Big Sisters, United Way, Habitat for Humanity or any others.

Follow the instructions below to set up your account.

Visit www.volunteerwv.org

Select “Create an Account”

Select the "Create Account" button under Volunteers

The screenshot shows the website's header with a logo for the West Virginia Commission for National & Community Service. Navigation links include AmeriCorps, Project FLOW, Volunteer WV, Citizen Corps, Business, and Leadership. A search bar for volunteer opportunities is present. A sidebar on the left lists various services. The main content area features a 'Create an Account' section with three columns: 'Volunteers', 'Partners', and 'Affiliates'. Each column has a 'Create Account' button. A large yellow arrow points to the 'Create Account' button in the 'Volunteers' column.

Complete your Volunteer Profile by entering your information

Make sure to complete all sections with an asterisk (*)

The screenshot shows the 'Volunteer Profile Information' form. The top navigation bar includes links for Home, About, AmeriCorps, Volunteer WV!, CERV, Training, Newsletter, Links, Leadership, Employers & Employees, and Contact. The form is divided into several sections:

- Volunteer WV**: Home, WV Commission, About, FAQs, Logout
- For Volunteers**: Search for Opportunities, Inactivate Profile, Return to Volunteer Menu, Logout
- Training**
- Privacy Policy**

The main form content includes:

- Volunteer Profile Information**: A introductory paragraph and a list of requirements: "All Fields marked with '*' are required" and "All information is confidential. Click Here to view our Privacy Policy."
- Login Information**: Instructions to select a User ID and password, with a note that the User ID cannot be changed. Fields include: * User ID, * Password, * Confirm Password, and * Mother's Maiden Name.
- Contact Information**: Fields for Title (a dropdown menu), * First name, and Middle Initial.

Continue to enter your profile information until all * sections are complete

How may we reach you?

* Please contact me when a volunteer match is made by:
 Email Phone USPS Mail All Do not contact

* If help is needed for disaster relief and recovery, contact me by:
 Email Phone USPS Mail All Do not contact

*** What are your interests?**

- Administration
- Animal Services
- Arts / Culture
- Civic Participation / Political
- Communications / Marketing
- Construction/Maintenance
- Counseling / Information Support
- Criminal Justice / Legal Services
- Disaster / Emergency Services
- Economic Development
- Education
- Environment
- Family Services Rel
- Food Preparation /
- Health Care
- Recreational Activit
- Special Event Supp
- Transportation

*** What age groups would you like to work with?**

- Infants/Toddlers (0-3)
- Children (5-14)
- Adolescents (15-18)
- Young Adults (19-24)
- Adults (26-54)
- Older Adults (55+)

Would you like to work with:

- Animals
- Ethnic Groups
- Families

- Ethnic Groups
- Families
- Gay/Lesbian/Bisexual/Transgender
- Gender Specific
- Immigrants/Refugees
- Low Income/Public Assistance Recipients
- People with Disabilities
- Racial Groups

Other Information

* How did you find our site?

If other...

* Age
We ask for an age range to assure that we match you with age-appropriate volunteer opportunities.

Are you looking for volunteer opportunities for groups (i.e. youth groups)? Yes No

Can you provide your own transportation to the volunteer site? Yes No

Are you employed and looking for volunteer opportunities in off-hours? Yes No

Are you volunteering for community service credit for school or as part of a company employee volunteer program? Yes No

Are you employed and looking for volunteer opportunities in off-hours? Yes No

Are you volunteering for community service credit for school or as part of a company employee volunteer program? Select a choice below and we can help you track and validate your volunteer hours with them. Please select your affiliation:

- Company Employee Community Service Effort
- Student grades 6 - 12 community service effort
- College level community service effort
- Other
- None

Are you a member of the following: (Check all that apply)

- Current AmeriCorps Member
- Current VISTA Member
- Current Senior Corps Member
- Current Medical Reserve Corps Member
- Current Citizen Corps Council Member
- AmeriCorps Alumni
- VISTA Alumni
- Senior Corps Alumni
- Peace Corps Alumni
- Community Emergency Response Volunteers

Where would you like to volunteer?

County:
Barbour
Berkeley
Boone
Braxton

When are you available to volunteer?

If you're available year-round, please indicate a "From" date and leave the "To" date blank. If you are only available during certain times of the year, please fill in both. (Example: college students may be available one semester and not another. "Snowbirds" may volunteer only in the summer months when they are back in West Virginia.)

* I'm available from to MM/DD/YY

Are you currently a member of any of the following organizations? Please select your affiliation:

- AmeriCorps Member
- VISTA Member
- Senior Corps Member
- Medical Reserve Corps Member
- Citizen Corps Council Member
- AmeriCorps Alumni
- VISTA Alumni
- Senior Corps Alumni
- Peace Corps Alumni
- Community Emergency Response Volunteers

Make sure to mark "Cabel" as the County where you like to volunteer



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The West Virginia Commission for National and Community Service
strengthens communities through service and volunteerism.



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Take the brief volunteer survey

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We'd like to hear from you. Please take a minute to fill out this brief survey.

Volunteer Survey

* 1. How difficult is it to find volunteer opportunities that interest you?

Select one below

* 2. A best practice in volunteer management is to ensure that volunteering rewards volunteers beyond the undeniable rewards inherent to charitable acts. Given that, please complete the following sentence. "I am most interested in volunteer opportunities where I can....."

Select one below

* 3. Have you ever volunteered before?

Select one below

* 4. In the last three months approximately how many total hours have you volunteered? (total of hours for all organizations)

Select one below

* 5. How many of these hours were professional or technical assistance?

Select one below

* 6. How many of these hours involved helping with emergency situations like flood relief, disaster preparedness or homeland security?

Select one below

* 7. How satisfied have you been with your experiences volunteering in the past three months.

Select one below

* 8. Do you think volunteering is an effective way to solve community problems?

Select one below

[Send Survey](#)

Select "Volunteer Menu"



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For Volunteers

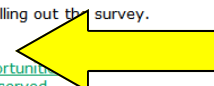
[Search for Opportunities](#)
[Inactivate Profile](#)
[Return to Volunteer Menu](#)
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Training

Volunteer Survey

Thank you for filling out the survey.

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[Search for Opportunities](#)
[Log your hours served](#)



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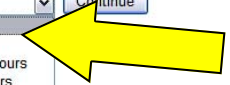
Privacy Policy

Volunteer Menu

From this page you can add or edit your personal information, change your search criteria, record your volunteer hours and search for volunteer opportunities. Select a category below.

Select One [Continue](#)

Select One
[Add/Edit my Affiliation](#)
[Record my Volunteer Hours](#)
[View my Volunteer Hours](#)
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Select "Add/Edit my Affiliation" and then Continue

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Volunteer Affiliation

Select One

- Community of Champions
- Concord University Campus Wide Community Service Center
- Court Appointed Special Advocates (CASA) of the Eastern Panhandle
- Doddridge County Elementary School
- Girl Scouts Discovery & Dreams Program
- Goodwill of KYOWVA Area, Inc.
- Hampshire County Health Department
- Harrison County Emergency Squad
- Huntington Regional Chamber of Commerce - Young Professionals Committee**
- IDK
- In Touch and Concerned
- Island Lions Club
- Kaleidoscope Community Learning Centers
- Kanawha Coalition for Community Health Improvement
- Kiddie Academy

Select
 “Huntington
 Regional
 Chamber of
 Commerce -
 Young
 Professionals
 Committee”

Select “Yes” to
 allow the
 Chamber to view
 your volunteer
 hours

Select “Save
 Affiliation”

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Volunteer Affiliation

Huntington Regional Chamber of Commerce - Young Professionals Committee

I hereby permit a representative of the school or business I have selected above to view the records of my volunteer service for the sole purpose of tracking community service or service learning hours.

Yes No

Save Affiliation **Reset**

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Select One **Continue**

- Select One
- Add/Edit my Affiliation
- Record my Volunteer Hours**
- View my Volunteer Hours
- Edit my Profile
- Reports
- Search for an opportunity
- Logout

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Back at the
 Volunteer Menu,
 now select “Record
 my Volunteer
 Hours” and then
 Continue

Record the hours you have volunteered!

- If you need to have signed verification of your volunteer hours for community service credit, we can help. Complete the information below and click Save. You'll be taken to a screen with the option to print a record of your hours. You'll then be taken to a printer-friendly report of your volunteer hours that includes signature lines for you and the volunteer supervisor from the organization. Get the signatures and turn it in for credit!

1* If the organization you volunteered for is not listed in the organization list, please select 'Organization not Listed' and type in the name of the organization in the text box provided. If the volunteer opportunity is not listed, please select 'Opportunity not Listed' and type in the title of the volunteer opportunity in the text box provided.

Partner

Other Organization (if not listed above)

Opportunity

Other Opportunity Title (if not listed above)

* County

Complete Address information for Organizations that are not listed above.

Address (not required, but please fill out as completely as possible)

City

State

Zip

2 What kind of work did you do during this volunteer experience? (This is a good place to keep track of what you did, and how well the experience went.)

Recording un-reimbursed mileage, expenses, and donations (including cash, goods, or food items) to a non-profit organization, can be helpful if you itemize on your tax return. Also, your volunteer organization benefits if they can show the value of your donations as in-kind match when they apply for grants. The value of donations cannot be decided by the non-profit organization. It is up to you to estimate the fair market value of what you donate. For more information, contact a tax professional.

3 How many miles (round trip) did you travel for this volunteer opportunity? Miles

Federal reimbursement for mileage is currently \$0.36/mile. Check with your volunteer organization to see if they use this rate.

Did you incur other un-reimbursed expenses during this volunteer opportunity?

Check with your volunteer organization to find out what their staff's travel reimbursement arrangements are. You may be able to claim similar UNREIMBURSED expenses if you itemize on your tax return. For more information, contact a tax professional.

Description of Expenses/Donated Goods :

You can record more detail about expenses you plan to claim on your tax return. You may also record donated goods you have given to the organization with a fair market value if you know it. For more information on fair market value, contact a tax professional.

THE MOST OVERLOOKED TAX DEDUCTION IN AMERICA

*** 4** From what location are you recording your hours? (for statistical purposes only)

*** 5** I volunteered on this date MM/DD/YY

I volunteered for this many hours

HH.MM where mm is one of the following: .25 for 15 minutes, .50 for 30 minutes, .75 for 45 minutes, minutes.

*** 6** How many total days would you like to record?

[Return to Volunteer Menu](#)

To track your volunteer hours, fill out the proper information. If the organization you volunteered for is not listed under Partner, select "Organization not listed" and enter the name, like "HRCC" or "YPC" in the Other Organization box.

(You should list ALL volunteer hours accumulated, including organizations not listed)

Enter the type of event under Other Opportunity Title, such as "YPC Meeting" or "Networking Subcommittee Meeting"

You may put a brief explanation in the box in section 2

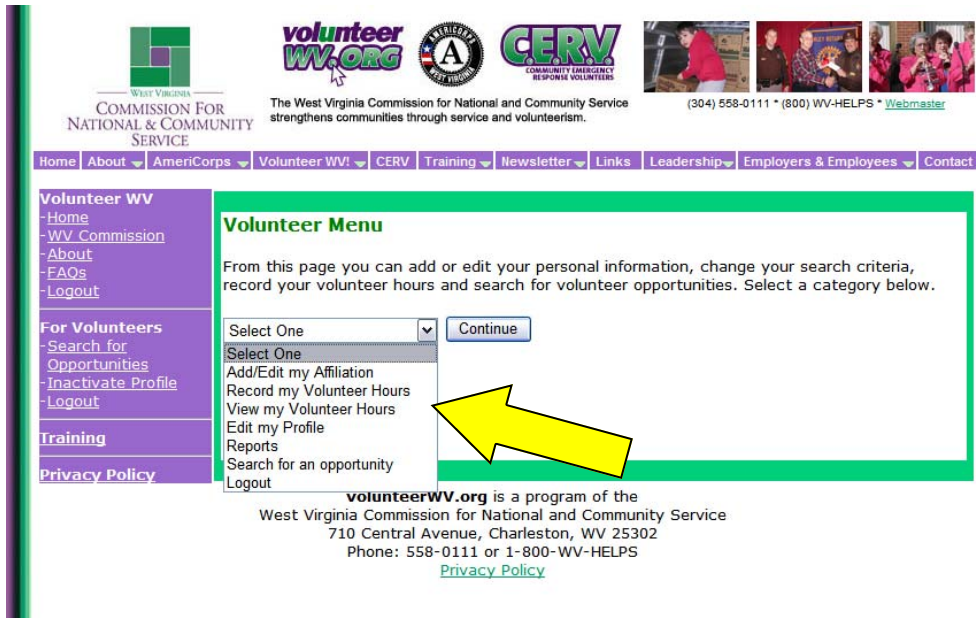
Make sure to mark the Location (Cabell, Wayne, etc.)

Enter the date in the 01/01/01 format

Enter hours in the 1.00 or 1.25 format

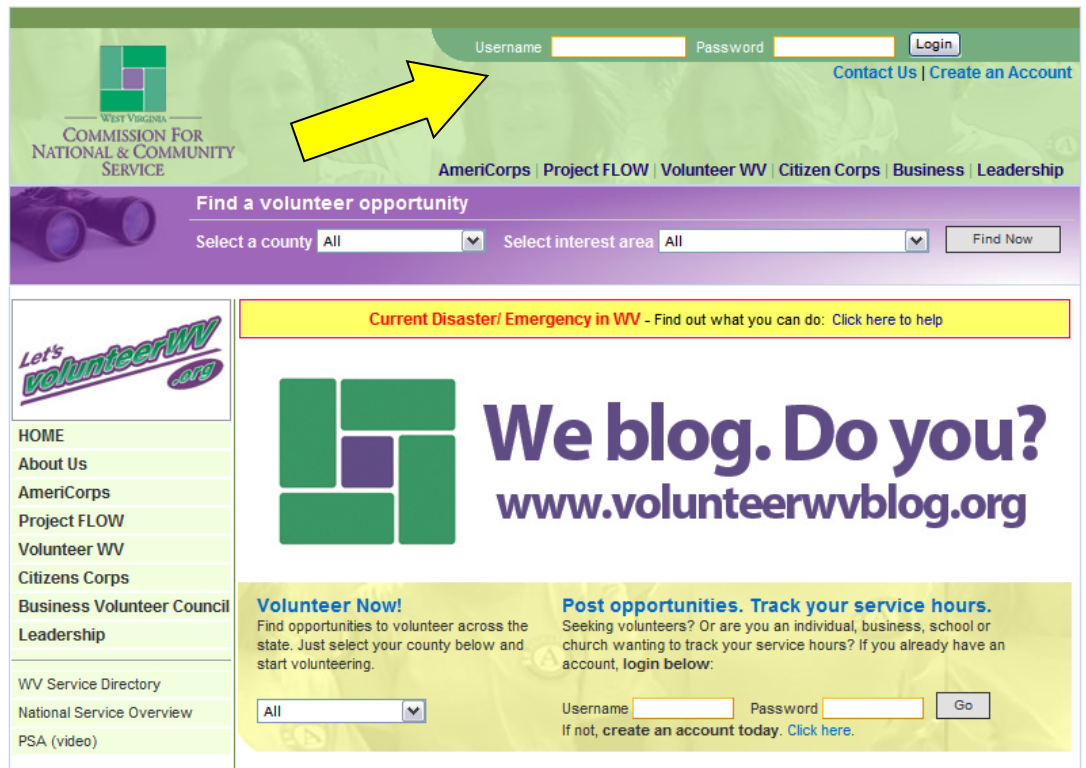
Enter 1 for the days to record

Select "Save Information"



You may select
 “View my
 Volunteer Hours”
 to see a listing of
 all reported hours

When you come
 back to
 volunteerwv.org
 to enter in
 additional hours,
 enter your
 username and
 password first,
 then follow all
 previous
 instructions



The Chamber will have access to this information at any time, so there is no need to print any reports unless you would like to do so for your own personal record keeping.

Visit and log your volunteer hours as often as you would like, but make sure to do it on a regular basis so that you do not forget.

Thank you very much.

