Chapter Volunteer Hours Report Spreadsheet

Please read these Instructions for using the Chapter Volunteer Hours Report Spreadsheet.

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Intent of This System

The Volunteer Hours Report Spreadsheet is a Google Spreadsheet with an attached program that will automate the building of reports from volunteer hours data. The intent is to provide an easy way to track volunteer Chapter's hour reports for Individual Awards, Chapter Awards and reporting hours worked for our Agency Partners to communicate OET's volunteer worth for the past reporting year. The spreadsheet also generates Volunteer hour reports for Agency Partners, plus Chapter volunteer hours data can be collected automatically for State use to create an OET Statewide database.

The State Field Services Officer will need all Chapter Hours Report Spreadsheets completed no later than January 15th of the following year of your Chapter's reporting year. (Example: Reports for the year 2016 are due by Jan. 15, 2017.)

Using the Volunteer Hours Reporting Spreadsheet:

Step 1: Accessing Your Chapter's Hours Reporting Spreadsheet

1. To access your Chapter's hours spreadsheet, open Google Chrome internet browser and Login to your Chapter's Hours Report Google email account. If you don't see a "login" button in the upper right area of your screen, you can enter "google login" into the search bar. Or you may already be logged in from the last time you logged in. (See more detailed info below on pages 13 & 14)
2. In the upper right area of your screen you will see an icon with the first letter of your Chapter's name, when you hover your cursor over it, you will see which account is active (if you have a separate personal account). (See more detailed info below on pages 13 & 14)
3. When you are in the correct account, click on the square of dots to the left of the letter icon, a drop-down menu of icons will appear. Click the "**Drive**" icon to access your Chapter's gmail file system.
4. Click on **"OET Shared Drive"** under "**My Drive**" located on the left side of the screen. Then open the Folders "A-Vounteer Hours Reports", then folder for the correct year. Look for the Spreadsheet file starting with your chapter's abbreviation name.
5. Double click to open the Spreadsheet to enter your Chapter's Volunteer Hours on the DATA sheet.
   Note: NEVER MAKE A COPY OF THIS FILE!

Step 2: Entering data from the paper Volunteer Hours Report Form to the Chapter's Hours Spreadsheet

Each Chapter will manage their own Chapter's Hours spreadsheet.

The data can be entered in any chronological order, but do not leave any blank rows. You can insert rows or make columns wider/narrower.

1. With the Chapter's hours spreadsheet open, look at the bottom of the screen and pick the **'Data'** tab/sheet. This is the only place to enter your Chapter hours data.
2. Start on the first available line and enter each person's name from the paper Hours Report form that was turned in to you. Be sure to spell each person's name the same every time it's entered. If you misspell a name on the spreadsheet the program assumes it is a different person. **Please add an % after a guest's name to indicate they're a guest.**
3. Then fill in the appropriate fields for each person. Read below, "Data Fields Descriptions & Instructions" on page 3 to see what data goes where. **NOTE: All hours reported with the OET Agency acronym will automatically be reported as Administrative Hours.** Round hours up to the nearest hour or half hour.
4. Name, Activity Date, Agency & Chapter Name are required fields. **Please round hours up to the nearest hour or half hour for all entries.**
5. There is no 'save' function. Whatever you enter is saved automatically. You can

close the window at any time and what you've entered will be preserved until you return at a later time to make additions or corrections.

6. To add additional event's hours, start entering on the next available line (under the previously entered names), from the paper Hours Report form that was turned in to you. You can add blank lines to enter dates into in order to keep entry dates chronological. Do not skip any lines between event entries.
7. Names will be repeated with each new event/work party report entered. Take care to spell them the same way each time they're entered. You can check for misspelled names by looking at the (Chapter initials)-Ind sheet. It will show if there is, for example, a Ronda Marquis vs Rhonda Marquis. Go back to the "DATA" sheet to make any corrections.

Data Field Descriptions & Instructions

Full Name - This is a required field. Full name of Volunteer. **(Add % to indicate a Guest)** The program does not look for different spellings of a volunteer's name, they must be spelled the same for each person every time they're entered. (Copy and Paste works well here.) Do not skip lines between events/work party entries; empty lines between names will cause an error when running the report.

Project Name - Put the name of the Horse Camp, Trail Name, Meeting Project Name, etc. Do not add differing details to one Project Name, i.e., Met Win-Green Ridge or Met Win at Black Butte. Just enter, for example, Metolius Windigo Trail. This will help to show how much time is donated to the individual projects in the overall OET database. **Project details are entered in the "Project Details" column, to the Right of the "Chapter Name" column.**

Activity Date - This is a required date field. Each date an individual has volunteer hours on project/activity. You can type in the date or click on the down arrow to pop up a calendar. Pick on the calendar to select the date you want. This field is used to determine if this item is included in the Fiscal Year data or the Calendar Year data sheets.

Agency - This is a required field. From the drop down, pick the Agency for which the project, meeting, training, etc. is in conjunction with, i.e. USFS, BLM, OPRD. **All hours reported with the Agency OET acronym will automatically be reported as Administrative Hours.** The report program does check for a valid entry and will display a popup error window if not valid.

District or Location - Enter the name for the agency forest, district or location of the event i.e., Deschutes N. F., Silver Falls St. Park, Clackamas County.

Chapter Name - This is a required field. The Chapter name is selected from a drop down menu at the far right of the spreadsheet.

Skilled Work Hours - Actual hours for activities, including preparation, requiring skilled labor such as Equine riding/handling/packing, carpentry, bridge const., welding, teamster, tractor and vehicle operation, certified crosscut & chainsaw, etc.

Basic Work Hours - Maintenance & recon/assessment of Horse Camps & Trails, including

preparation, not requiring horses or skilled labor, i.e., brushing, clearing, manure & trash removal, etc.

Admin. & Education Hours - Hours spent in preparing, presenting and conducting: educational clinics, seminars, classes, etc., other than for OET; Actual time spent performing Camp Host duties for Gov. Agencies. **OET Admin.:** preparing for OET meetings, conducting fundraising, record keeping, minutes, accounting; State ride prep.; Booth time at State & Chapter levels; Parade participation as an OET Group; OET promo, i.e., Facebook.

Public Meetings Hours - Actual hours, including preparation, spent in attending or presenting at public meetings relating to OET mission, activities or issues.

Travel Time Hours - Round Trip hours for each individual volunteer going from home to projects, educational, or public meetings, etc., and back.

Personal Vehicle Miles - Round-trip driver's personal vehicle miles from home to projects, educational meetings, public meetings, etc., and back. **(Do not report both Personal and Stock hauling miles for same trip.)**

Stock Hauling Miles - Round-trip driver's stock hauling miles, including stock loading and prep., from home to projects and back. **(Do not report both Personal and Stock hauling miles for same trip.)**

Power Equipment Hours - Total hours for using personally owned power equipment on projects, i.e., chain saws, etc. **Does not replace Skilled Work Hours.**

Heavy Equipment Hours -Total hours for using personally owned heavy equipment on projects, i.e., tractor, loader, etc. **Does not replace Skilled Work Hours.**

Donations Material Value - Donations of money, material (lumber, nails, gravel, etc.), supplies, etc., from Chapter coffers, personal or business accounts.

Stock Used - Number of Equines used per day to complete a project.

Stock Days - # of stock used per day x # of days = # of stock days, i.e., 4 stock x 1 day = 4 stock days, 2 stock x 3 days = 6 stock days.

Project Details - Project details are entered in the "Project Details" column, to the Right of the "Chapter Name" column.

What if I Get an Error or Have a Problem

When you run the "Build Reports" program you may get an error statement. Read it carefully, it may give you information that will enable you to fix the error on the DATA sheet. The spreadsheet in use by your Chapter is accessible by the OET VP of Field Service, vpfieldservices@oregonequestriantrails.org, and the OET Web Administrator, web@apps.oregonequestriantrails.org. If you have questions on entering data or happen to get an error while running the report generator program, the OET Web Administrator,

Marty, can directly access your Chapter's spreadsheet and quickly resolve any question, problem or error you may have run into. Please contact him at the above email address.

Spreadsheet Tab/Sheet Descriptions

The spreadsheet includes 3 different types of formatted sheets; the Totals sheet, the report sheet and data sheet. **The sheet labeled "Data" is the only sheet you enter report information on**. The other sheets are created when you perform the "Build Reports" program (see page 7). These formatted sheets are interactive and should not be changed in any way.

This spreadsheet includes a number of Tabs/Sheets. Some sheet names begin with a Chapter's two letter abbreviation for your Chapter, i.e. (here we are using North Valley Chapter as an example), NV OET, NV Agency, NV Ind, Data, NV-A, NV-I, Cal Year, and Fiscal. There are also sheets for US Forest Service (NV USFS), Oregon Parks and Recreation Dept. (NV OPRD), BLM (NV BLM), Oregon Department of Forestry (NV ODF), Oregon Department of Fish & Wildlife (NV ODFW), County (NV CNTY) and TOTALS. Each of these agency sheets are automatically created based on the data found. If your Chapter hasn't reported hours for an agency then that sheet tab will not be created for that agency.

The only sheet on the spreadsheet you enter volunteers hours in is called "Data". The others are generated automatically and should not be changed. Below is a short description of the sheets on the Volunteer Hours Reporting Automated Spreadsheet.

TOTALS sheet - Includes the totals of all Field Services hours, etc., OET Admin hours, etc., and combined Chapter volunteer hours, etc., and the $ dollar value totals, for Jan. 1st to Dec. 31st

Ind (Individuals) sheet - Volunteer Totals By Individual, for Jan. 1st to Dec. 31st. This report sheet includes the total Field Service and OET Admin volunteer hours for each Chapter member giving an overall Chapter total. This is a calendar year report. Check here for misspelled names.

OET sheet - This report sheet only shows the total Field Service hours for each Chapter member giving a Chapter's overall Field Service hours total. **This sheet does not include OET Admin hours, etc.** This is a calendar year report, Jan. 1st to Dec. 31st.

Agency sheet - This report sheet includes the total volunteer hours for each agency along with an overall total. This is a calendar year report, Jan. 1st to Dec. 31st.

FS sheet - This report sheet includes the total volunteer hours for each Chapter member along with an overall total that performed work on US Forest Service Region 6 managed land for the Fiscal Year, October 1st thru September 31st. If there is no FS data this report will not be included.

BLM sheet - This report sheet includes the total volunteer hours for each Chapter member along with an overall total that performed work on Bureau of Land Management (BLM) lands for the Fiscal Year, October 1st thru September 31st. If there is no BLM data this

report will not be included.

OPRD sheet - This report sheet includes the total volunteer hours for each Chapter member along with an overall total that performed work at Oregon Parks & Recreation Department (Oregon State Parks), (OPRD) lands for the Calendar Year, January 1st thru December 31st. If there is no OPRD data this report will not be included.

ODF sheet - This report sheet includes the total volunteer hours for each Chapter member along with an overall total that performed work for Oregon Department of Forestry (ODF) managed lands for the Calendar Year, January 1st thru December 31st. If there is no ODF data this report will not be included.

ODFW sheet - This report sheet includes the total volunteer hours for each Chapter member along with an overall total that performed work for Oregon Department of Fish & Wildlife, (ODFW) managed lands for the Calendar Year, January 1st thru December 31st. If there is no ODFW data this report will not be included.

CNTY sheet - This report sheet includes the total volunteer hours for each Chapter member along with an overall total that performed work for the County (CNTY) managed lands for the Calendar Year, January 1st thru December 31st. If there is no CNTY data this report will not be included.

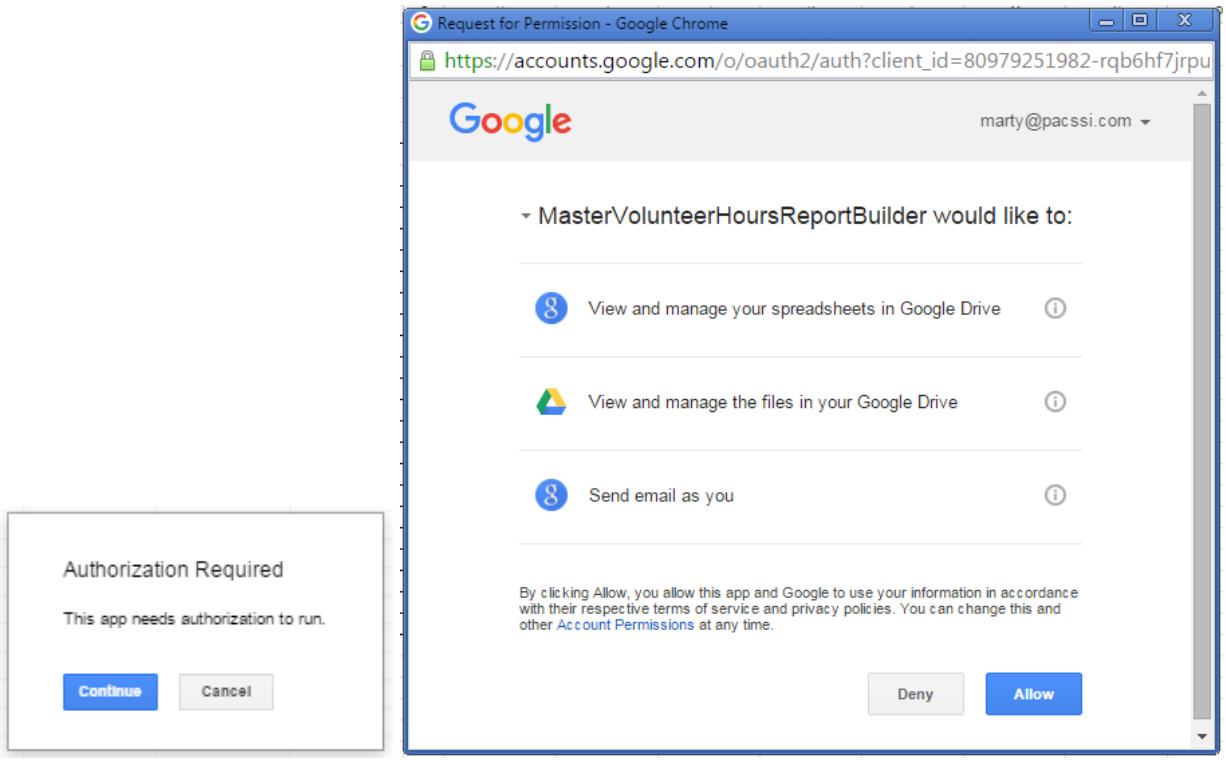
Running the “Build Reports” Program

Associated with the spreadsheet is a report building program you can run at anytime to see the results of your entered data. It can also help you find your mistakes.

NOTE: Each time the report building program is run, it will reset/erase and recreate all the report sheets in the spreadsheet. The individually created report sheets can be copied to another spreadsheet, printed, saved as a PDF, or downloaded as an Excel Spreadsheet. The intent is to create these reports so you can provide them to the Agencies you work with. DO NOT MAKE CHANGES TO THESE NEWLY CREATED SHEETS. YOU ONLY NEED TO ENTER YOUR HOURS INFORMATION ON THE ***DATA*** SHEET.

1. To run the report, select **Build Reports->By Agencies and Individuals** from the menu at the top of the spreadsheet The worksheet will do some blinking & flashing while it reads the ‘Data’ sheet and creates the new totals sheets. A message will appear telling when the report is finished running.
2. **The first time the spreadsheet report program is run**, the spreadsheet report program will cause your account to ask to allow the spreadsheet report program access to run under your account. To enable the OET volunteer hours report generator to run you must give it permissions for it to run.

In the first prompt select “Continue” and on the second window click on “allow”.



3. If you get an error message, such as indicating you have not entered data for

certain agencies, read it closely and determine if you've left out pertinent information or not. If so, you can fix that after the report building is done.

4. To get past the error report click 'ok'. When the report finishes, a prompt will indicate the report completed successfully. Add or fix the information, if need be, and rebuild the report.

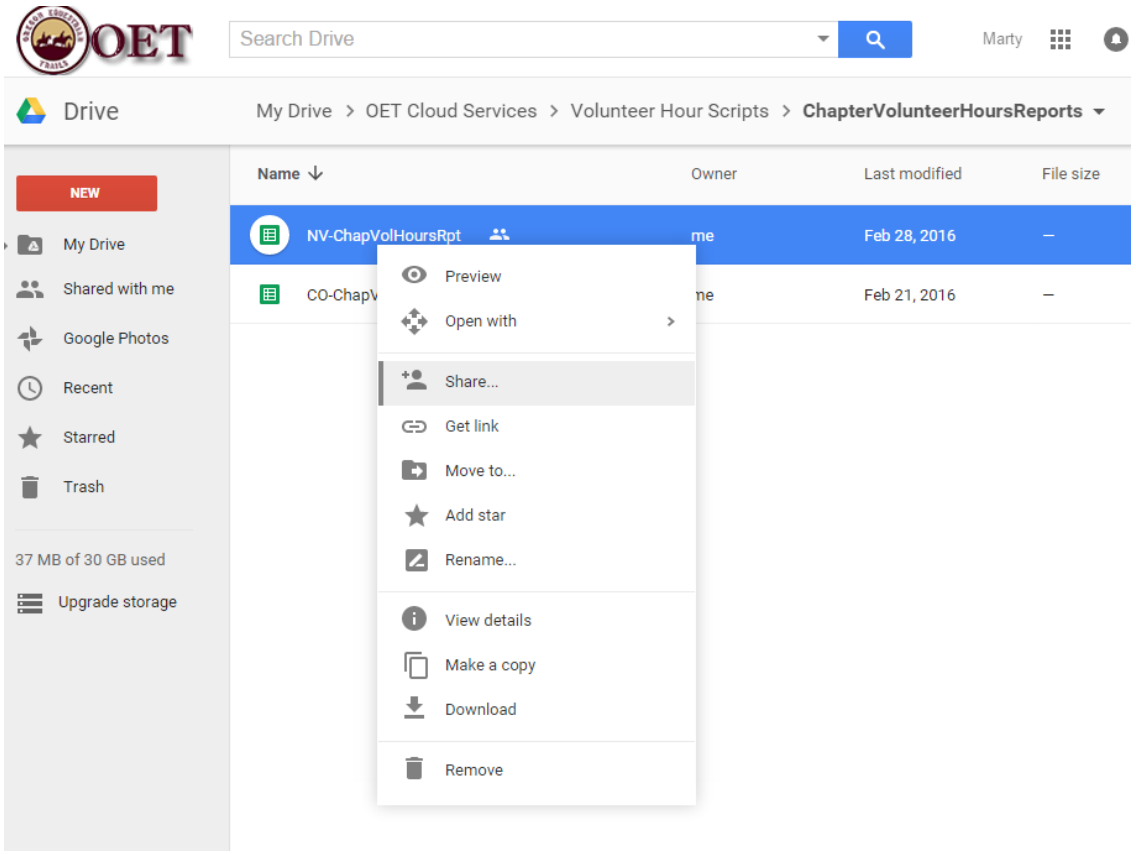
Sharing the Chapter's Hours Reporting Spreadsheet

The hours reporting spreadsheet in use by your Chapter can be shared to any member that has a Google account, but it is not recommended. Once shared and given edit rights they can open the active Volunteer Hours Reporting spreadsheet and add volunteer hours. The intent here is not to give everyone edit access, but limit it to those who are tasked with managing the Chapter's volunteer hours which is normally the Chapter's field services officer, Your Chapter's Volunteer Hours Recorder, your work crew leaders and/or other Chapter leaders. As another option you could offer all members read only access so they can view the progress at any time.

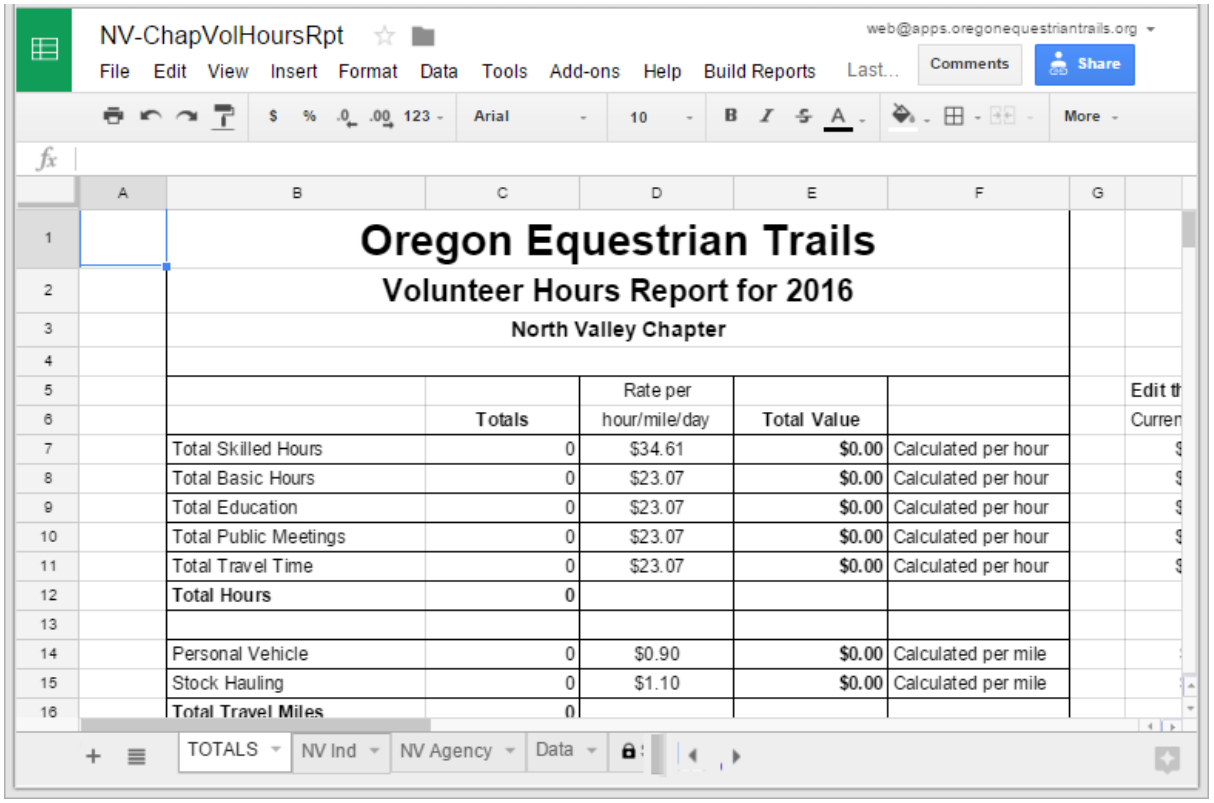
Note: You can manage the Sharing settings at any time by opening the Share window and clicking on "Advanced" at the bottom, and from the Advanced screen just delete any user you no longer want to be able to edit the file. When you have finalized the hours for the current report year you may want to remove edit rights so changes are not inadvertently made.

How to Share the Chapter's Hours Reporting Spreadsheet

1. There are two ways to access the sharing settings of the spreadsheet. From your Google Drive window right click over the active file name and select Share from the file view menu,



2. Another way is to click on the blue "Share" button in the upper right hand corner while the Chapter's active spreadsheet is open.

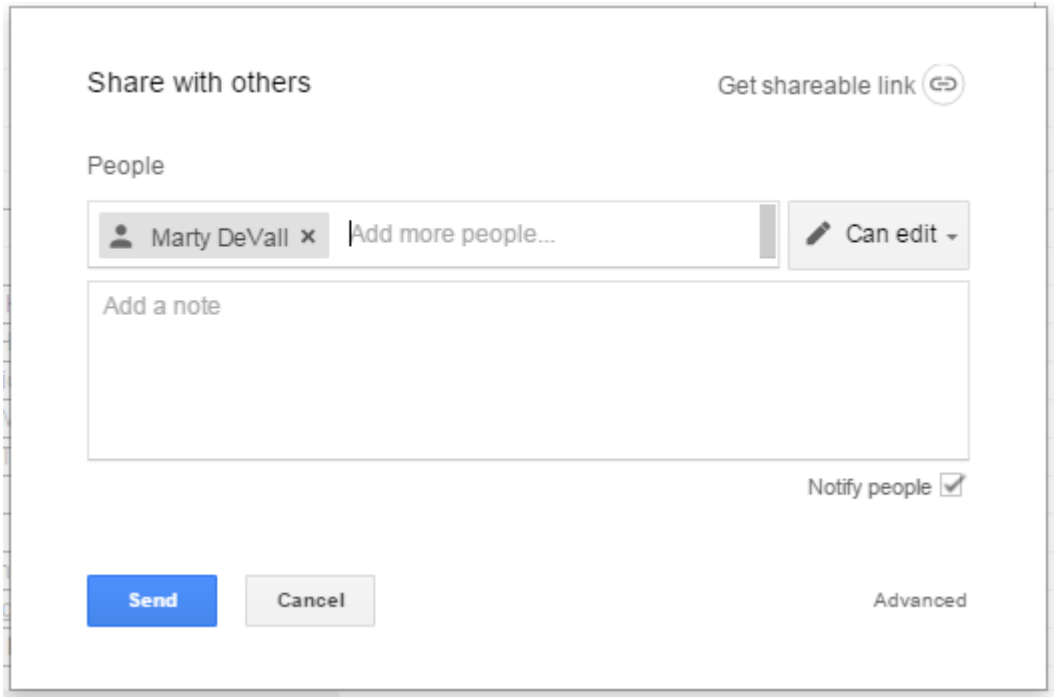


3. With the Sharing window open just enter the Gmail address of the member you want to share the spreadsheet to. Make sure it says "Can Edit" for those who are chosen to do so or "View Only" for others. When finished click on "Done". You can 'escape' the Share function with the "esc" button on your keyboard.

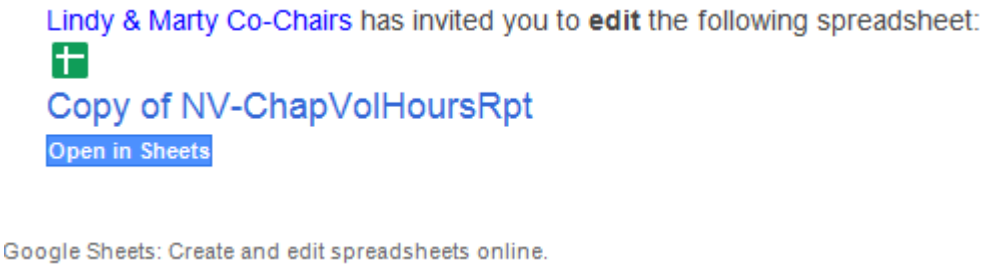


4. This will cause an automatic email message to be sent that will include the web link to the Chapters active spreadsheet. As you enter names you will be given an opportunity to include a note to the users you have shared the spreadsheet to. Click on "Send". You can 'escape' the Share function with the "esc" button on your

keyboard.

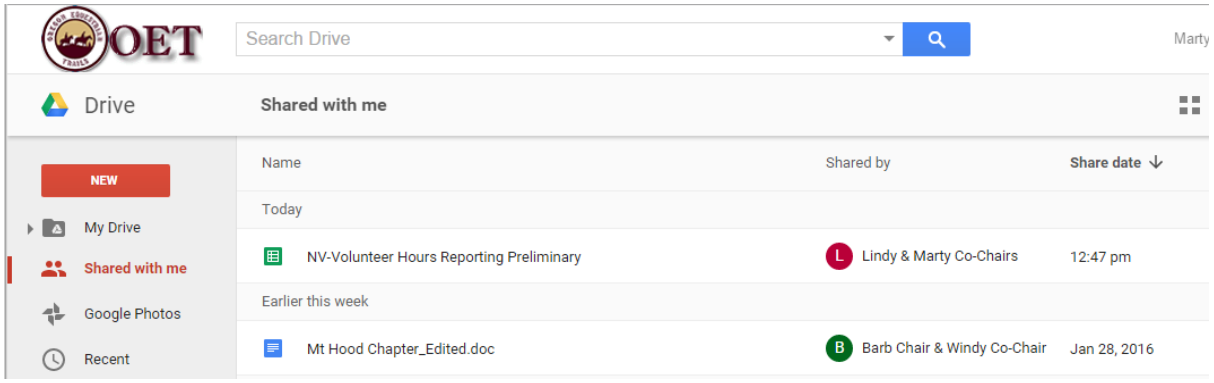


5. Next you will see the prompt 'are you sure?', click "Yes". The email message sent will include your note along with the direct web link to your Chapter's spreadsheet. You can 'escape' the Share function with the "esc" button on your keyboard.



6. When they click on the link in their email, the invited person will be required to login to their Google account you entered in the sharing window. After entering the login credentials the spreadsheet will open to enter or view volunteer hours. They will find the Shared spreadsheet in their Google account's "Shared With Me" folder. They will open the Shared spreadsheet by double clicking it and it will open in a new window.

7. If they delete this file name in their "Shared With Me" folder, they are only deleting the file link and not the actual file itself that was shared to their account.



Additional help with getting started with Google Apps.

- https://apps.google.com/learning-center/products/quickstart/
- https://admin.google.com/user/hub

More Valuable Information:

*** Setting Report Year and Other Control Values

There is an exception to any rule! We do say DO NOT CHANGE ANYTHING on the spreadsheet other than to enter the data. In this case the TOTALS sheet is also used to tell the report program which year to make the report for, so the sheet labeled "TOTALS" controls the year of the report and the dollar amount valued for OET's volunteer time. We may add other controls here in the future to provide some other user control on how reports are generated.

For the volunteer dollars we use the values shown here at this web site, https://www.independentsector.org/volunteer_time. For the year 2015 the latest value is estimated to be $23.07. On the "TOTALS" sheet change the dollar values to be current.

Edit this column to change the published values		
Current Rate per hour/mile/day:		
$23.07		
$34.61	1.5 X Basic	
$23.07		
$23.07		
$23.07		

To change the Year of the generated report, change the year value shown in the title "Volunteer Hours Report for 2015" on the "TOTALS" sheet. The Report Program pulls the year value (dates entered on the Data sheet) to determine which data entries to use. If the Year set on the "TOTALS" sheet contains no data associated with it in the "Data" sheet, the report will produce an error popup. In the test example the data is for the year of 2015, Oct. 1, 2014 to end of 2015, which captures Fiscal and Calendar year data.

Oregon Equestrian Trails

Volunteer Hours Report for 2015

North Valley Chapter

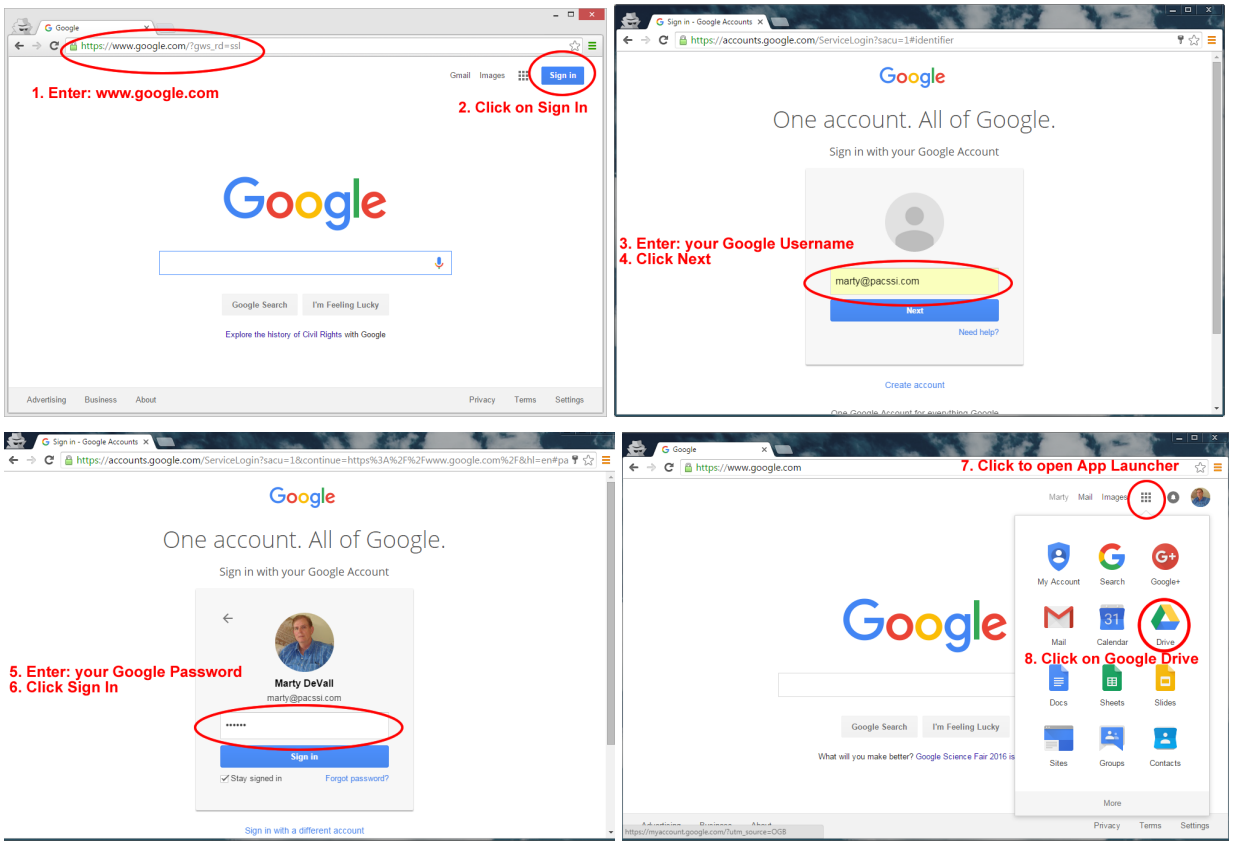
	Totals	Rate per hour/mile/day	Total Value	
Total Basic Hours	283.5	$23.07	$6,540.35	Calculated per hour
Total Skilled Hours	1452	$34.61	$50,246.46	Calculated per hour
Total Education	94.5	$23.07	$2,180.12	Calculated per hour
Total Public Meetings	59	$23.07	$1,361.13	Calculated per hour
Total Travel Time	657.25	$23.07	$15,162.76	Calculated per hour

Log in to the Chapter's Google Account and Open Google Drive

As when running Google Apps, it is best to use Google Chrome as your web browser. In Google Chrome or other web browser application, go to http://www.google.com, and in the

upper right corner click "Sign in". If you don't see the "Sign in" option you may already be logged in to a Google Account. In that case, you will see a small square of dots in the upper right hand corner of the Google page. This is the Google App Launcher. When you click on it a drop-down window will appear showing a number of icons. Pick "Drive" to see and access your Chapter's Hours Reporting Spreadsheet, located in the "My Drive" folder located to the left of your screen. Double click the Spreadsheet to open it and enter your volunteer hours on the DATA tab.

If you need to switch or change the account see the section below on switching to another account.



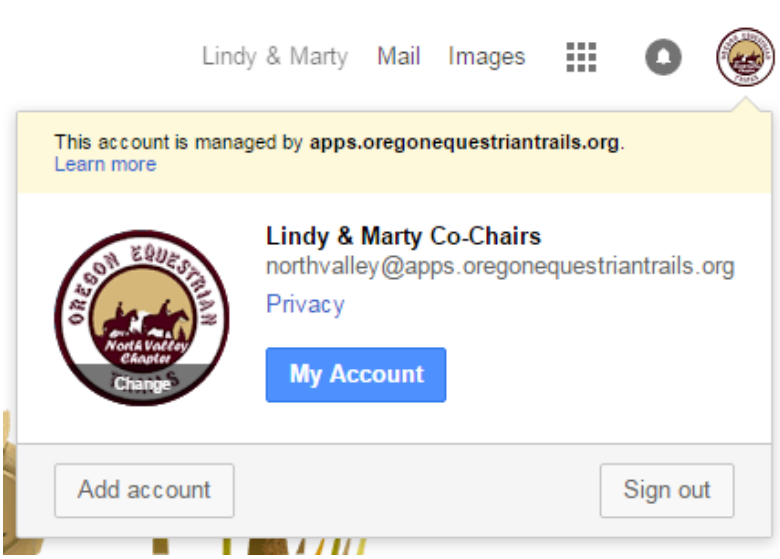
For additional help with getting started with Google Apps.

- https://apps.google.com/learning-center/products/quickstart/
- https://admin.google.com/user/hub

Add or Switch to a Different Google Account

With Google Chrome open and while you're logged into a Google Account, look for the 'letter' icon in the upper right hand corner in the web browser window and click on it. This

opens a box that enables you to sign out or add another user.



(You can add a profile picture or an icon to replace the generic 'letter' icon such as the OET logo shown in this example.)

Clicking on the icon will open this dialog box and give you the option to add another account, or Sign out.

Click "Add account" and sign in with your Chapter's Account email & password. Adding your Chapter's Account makes it accessible when signed into any of your Google accounts. Hover your cursor over the 'letter' icon to see the Accounts you have and which one is active. You can switch between Accounts without having to sign out.

For additional help with getting started with Google Apps.

- https://apps.google.com/learning-center/products/quickstart/
- https://admin.google.com/user/hub

