

2008 Volunteer Report

County User's Guide



Website Link: <http://shasta.tamu.edu/volunteerreport/>

County volunteer data must be entered by January 16, 2009.

If you have questions about the volunteer report, please contact:
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Instructions:

Data are being gathered from each county in order to prepare an updated and accurate report of the number of volunteers in the Texas AgriLife Extension Service 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 2008. Accurate reporting of volunteer hours is imperative and provides Extension with realistic figures to share with stakeholders.

In order to complete the volunteer report, please complete 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.
2. Collectively, set timeline for compiling information from each program area.
3. Determine the number of volunteers per type and calculate the average number of hours volunteered annually per volunteer.

Total number of hours volunteered

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Total number of volunteers

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Average number of hours volunteered annually per volunteer

4. **ONE PERSON PER COUNTY** enters information into volunteer reporting system. Any data already entered will be *deleted* if it is not all entered at the same time!
 5. The volunteer report system can be linked at <http://shasta.tamu.edu/volunteerreport>
 6. To log in to the volunteer reporting system, counties will need to use the passcode that is used to access the AgriLife Bookstore.
 7. A help button is available for most volunteer types. Click on the help button for an explanation of that volunteer type.
 8. Enter the total number of volunteers and the average number of hours volunteered annually per volunteer.
- NOTE: To view your county's volunteer survey entries from previous years, see the link(s) at the top of the data entry page.**
9. **NEW FOR 2008!** 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?
 10. All volunteer reporting information must be submitted by **January 16, 2009**.

2008 Volunteer Report

View Previous Year's Data [[2004](#)][[2005](#)][[2006](#)][[2007](#)]

_____ **County**

County Extension Agent Completing Report:



Important Note: Please use numbers for 2008 only! This is a single report for your county. Changes made here will over write existing numbers that have already been entered. Do not use your browser's refresh button at any time. If you want to reload this page, [click here](#).

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

NEW FOR 2008!

Of your county's total number of volunteers, how many teach and lead 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: Do not include task force and coalition members.

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

FCS Program Area Committees: Do not include task force and coalition members.

FCS Program Area Task Forces and Coalitions: Examples include Do Well Be Well, Walk Across Texas, and BLT Task Forces and Coalitions and ENP Volunteers.

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

Youth Board: Include members of the Youth Board ONLY! Do not include any 4-H/youth task force and coalition members.

4-H Task Forces and Coalitions: Examples include Finance, Recognition, and Rules & Guidelines Task Forces.

NEW FOR 2008! 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.

NEW FOR 2008! 4-H Livestock Mentors: Include all volunteers that have been trained to serve as a 4-H Livestock Mentor for the various species (beef, swine, sheep and goat, small animals and horse). Volunteers previously trained as Master Livestock Volunteers should also be included in these totals.

4-H Direct Adult Volunteers: Examples include club managers, activity leaders and project leaders.

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

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

Random/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 one time each year.

Indirect Volunteers: Include individuals who contribute to the program but do not necessarily have direct contact with clientele, such as board and committee members, donors, etc.)

Other: This section is only for volunteers that do not fit any of the specified categories. Agents should minimize the number of entries included in this section.

Frequently Asked Questions Related to the Volunteer Survey

1. Why do we have to complete the volunteer survey?

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.*

2. 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 survey is necessary.

3. What is my county's passcode?

To access the volunteer survey, each county needs to use the passcode they use to access the AgriLife Bookstore.

4. How can I get the information I entered into last year's volunteer survey?

Information entered in to 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.

5. 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 gave to Extension programs. To determine this average, complete the following formula for each volunteer group:

$$\begin{array}{r} \text{Total number of hours volunteered (for all volunteers in one category)} \\ \div \\ \text{Total number of volunteers (in one volunteer category)} \\ = \\ \text{Average number of hours volunteered annually per volunteer} \end{array}$$

6. Can I get a report of my county's volunteer survey to share with my commissioners and volunteer groups?

Yes! Each county is strongly encouraged to share the results of the volunteer survey with stakeholders, including volunteers. Upon completion of the volunteer survey, 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.

7. What is the dollar value of a volunteer's time?

The current rate that the Texas AgriLife Extension Service uses is \$19.51 per hour (www.independentsector.org). This figure is updated each Spring. Therefore, when the Independent Sector updates the hourly wage rate in the Spring of 2009, Extension will also update the dollar figure used. The change will also be reflected in each county's volunteer report.