

## BCHW VH Document 1. 2025-2026 VOLUNTEER HOURS PROGRAM

The BCHW 2025/2026 VH Workbook (Excel Database) will not have any major changes, but we have updated some of Excel's features. Now during data entry, you will be able to utilize a "drop down" menu to enter your Chapter, Agency & District codes. Most chapter Volunteer Hours Coordinator (VHC) who are returning, have been successful in working with and closing a VH reporting year. For the first time VHC, the following information will help you navigate through your 2025/2026 Workbook.

VH reports are meant to be submitted and dealt with electronically. You can print paper copies for your own reference and storage. **Per the BCHW Records Retention and Destruction Policy, you must retain the volunteer records up to 7 years.** If you remove your VH records permanently from your storage, make sure that all the data has been preserved on a flash drive. You may be asked for VH records from individual members, chapters or Award nominations. **The BCHW VH Chair will have the hours saved to a flash drive for permanent retention.**

### **The schedule for reporting your chapter's volunteer work is as follows:**

The calendar year for reporting begins on **October 1, and continues through to September 30**, of the reporting year. As the chapter VHC you will begin to collect and record your hours on a quarterly basis. Your first deadline to submit your VH hours to your Regional VHC for review will be **March 1st**. Your second quarterly deadline to submit to your regional for review will be **June 1st**. The third quarterly deadline to submit to your regional for review is **September 1st**. Your regional will have five days from the above dates to submit your corrected report to the State VH coordinator. Your final submission date for review is October 25<sup>th</sup>, with all corrections made and back to your Regional no later than. **November 1st**. All data received after this date, correct or incorrect, will be sent back to be included in the 2027 VH reporting year. If you cannot meet one of the above deadlines it's your responsibility to contact your Regional VHC.

Your Regional VHC will review and ask you for any changes or corrections **on a quarterly basis**. Please be considerate and make you corrections promptly. **DO NOT ignore requests from your Regional VHC.**

After each quarter closes, the BCHW-State VHC will review the reports from the Regional VHC to prepare the VH Summary reports **one week** prior to the BCHW quarterly Director's meetings. If you still have corrections at this point and you are unable to make the fixes immediately, your Regional VHC is advised to delete the row(s) with errors noted and inform you to include the make-up data in your next report.

Note: If you have VH not recorded in time to close a quarterly review then simply add the hours onto your next quarterly report. **DO NOT START A NEW DATABASE WORKBOOK.**

**Your quarterly volunteer hour's reports will be considered a draft report of your final year end. After submitting your reports you will continue to add additional hours and your final report will be inclusive of the entire year's reporting.**

This is not considered an "annual" reporting process. Just as your chapter president, secretary, treasurer, newsletter, trail boss and officers are expected to keep their work up to date, you should also. Allowing information to be held unreported until the end of the reporting year (avoid procrastination) usually means some valuable information will be lost, forgotten and thus, unreported.

Some things you can do:

Ask to be placed on your monthly meeting agenda to request members turn in any volunteer hours for that month. Get your volunteers accustomed to this method.

Request support from your chapter president, other officers, committee chairs, trail bosses and members that are regularly seeing that the work of the chapter is being done. They can set an example by turning their time in at the meetings.

Stay in touch with the work your chapter does so you know who should be turning in volunteer hours. Put notices in your newsletter and send e-mails as a reminder to members to turn in their hours. You can also write an occasional newsletter article reporting chapter hours along with their associated dollar value.

Ask the person in charge of your projects to either gather the volunteer information at that time or give you a list of people that volunteered so you can follow up and get their information.

## Volunteer Hours Program continued

Keep extra copies of the Printable VH Sheet VH doc.3a with you (or use the “Away sheet” Tab) to print and hand out at meetings and other VH activities.

**We have available a phone APP to use in the field if the traditional reporting process is unavailable to volunteers or who do not have standard computer to use. To sign up for the BCHW phone APP, contact Dana Chambers.**

One area that still goes largely unreported is the administrative hours. Understand what qualifies as administrative volunteer hours and then make sure your chapter officers, state officers, committee chairs and others are tracking and turning in those hours to you.

When you look at your workbook you will see only five “tabs” at the bottom. One is a Summary Tab and this page is automatically calculated from the entries on your database page. **DO NOT CHANGE THE ORDER OF THE FIVE TABS ACROSS THE BOTTOM OF THE HOURS DATABASE.** The Database Tab will bring up the pages to record your VH information. The third tab titled “Away Sheet” Tab to be used for quick printing and can be printed on 8.5x11 and taken to the field **DO NOT ENTER ANY DATA ELECTRONICALLY ON THE AWAY SHEET.** Also remember to utilize document 3a. 2025-2026 VH Printable (Away Sheet) is available for easy printing. The 3a. 2025-2026 VH Printable (Away Sheet) is also saved to pdf format. It can be given to members to log their VH information and submit to you for entry into your chapter’s database pages. **Use caution when printing single pages. Be sure to indicate which pages you want to print as requesting a print of the entire workbook will be 143 pages long or 2293 rows.** Become familiar using the print command for your print jobs of the Excel workbook or single page(s) you want to print. (See VH document 12. 2025-2026 VH Print Instructions for details.)

For chapter members that are able, they can complete their VH information electronically and submit via e-mail to you. You can review the information, make any coding adjustments and/or corrections and then copy and paste the information to your database report. Make sure they submit their report monthly instead of at the end of the year. You can send those members a blank copy of the workbook including the summary page and then they can easily see the dollar value of the work they are contributing. As more members are able to submit electronically, your work will be easier. It is worth your time and effort to begin educating the membership in this process. Contact your Regional VHC if you need assistance setting up a chapter member with using the Workbook Database.

You might be asked by your chapter treasurer for the number of volunteers reporting work. You can simply sort by Col. A (Volunteer Name) and manually count the names. You can review the information on the Volunteer Hours Guidelines for additional suggestions regarding IRS tracking of officer VH hours.

Please note that Row 7 and Column O are shaded gray. This row and column contain formulas and allows for totals to be transferred to the summary page. You can no longer alter or enter any information in Row 7 and Column O. The document title lines through line 7 have been frozen so they will remain available for reference as your report grows. The one exception is the cell used for Chapter Name. You can change this to reflect the name of your chapter.

When there is a small red triangle in the top corner of certain columns in Row 7, helpful information and instruction has been recorded in a drop-down box. **If you hover your mouse over the triangle in that cell you can view the information.** Beginning in row 8, if you right click **any column** you will get a drop down box where you can record any additional description of your work for that specific line item. **If you don’t see the complete list when it drops down then make sure that you have scrolled up to row 8. If you have been working on a higher numbered row, the drop down contents will be condensed.** Make sure to utilize this feature as a lot of additional comments have been added on your drop down box.

The available lines for entering your VH information run from row 8 through row 2293 (page 143). Please do not enter any information after row 2293 (page 143). If you need more lines for entries, contact your Regional VHC.

**Columns available for data entry run from column A through column O. DO NOT add, delete or widen any columns between column A and column O. This is to preserve the formulas.**

Be sure to save or back up your work in a separate file or disk or flash/thumb drive. If your file gets destroyed before you submit it to your Regional VHC it will be very difficult to get the information submitted to you again.

**Column “P” is for Regional use only.** During a review, your Regional will insert the comments in column “P” and highlight the error or missing data in the corresponding column(s). Always review what your Regional VHC has for a comment and correct accordingly.