Charlottesville Area Tree Stewards

CATS

Volunteer Time Recording

We’ll cover the 5 Ws

- Why we report our time
- Who reports time
- What time do we report
- When to report time
- Where to report time

Why We Report Our Time

- Helps you track your volunteer hours goal
- Magnifies impact:
  - Volunteer time is used as in-kind matching for grants which fund Tree Steward workshops, seminars, mini-grants for projects, etc.
  - Grant amount is based on volunteer hours valued at $27.20 per hour (see www.independentsector.org)
  - CATS volunteers totaled 8,809 hours for 2019 valued at $239,604.80

CATS Hours to Dollars to Benefits

CATS

Volunteer Hours

TREES VIRGINIA
Virginia's Urban Forest Council

Volunteer Hours

Volunteer Hours

In-kind Match

CATS TIF

Workshops
Seminars
Projects
Etc.

$$$

$$$

VIRGINIA DEPARTMENT OF FORESTRY

Other Grantors

CATS Mini-Grants - $ for Activities

TREES VIRGINIA
Virginia's Urban Forest Council

Examples include:

- Books for our library
- Ferns for Greenleaf Park Fern Garden
- Fencing for our nursery at Dept. of Forestry ($900+)
- Subsidized attendance at semi-annual Tree Steward symposium
- Funds to support our Tree Steward class ($1,000)

Who Reports Time

- Tree Stewards are responsible for ensuring their volunteer hours are recorded on our Track-It-Forward (TIF) site
- Each Tree Steward normally records his/her own hours
- For help ask Phyllis Johansen, Joe Simard or any other Tree Steward (contact information is on last slide)

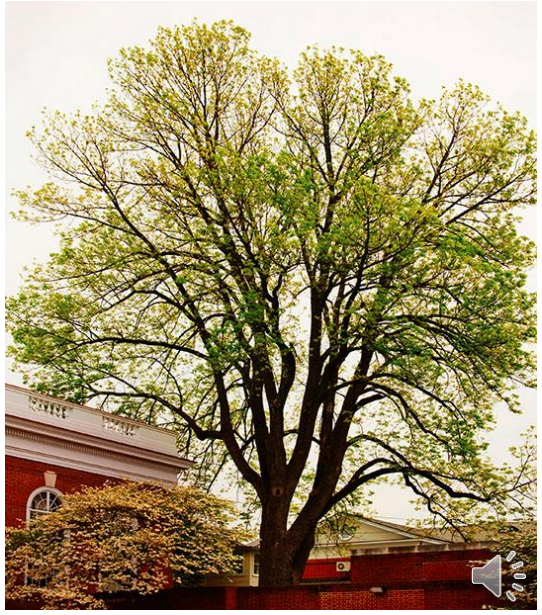
What Time Do We Report

All time associated with Tree Steward activities

- Time educating yourself and others
- Time performing communications activities
- Time working on projects
- Time performing administrative tasks
- Time traveling to and from activities

When to report time

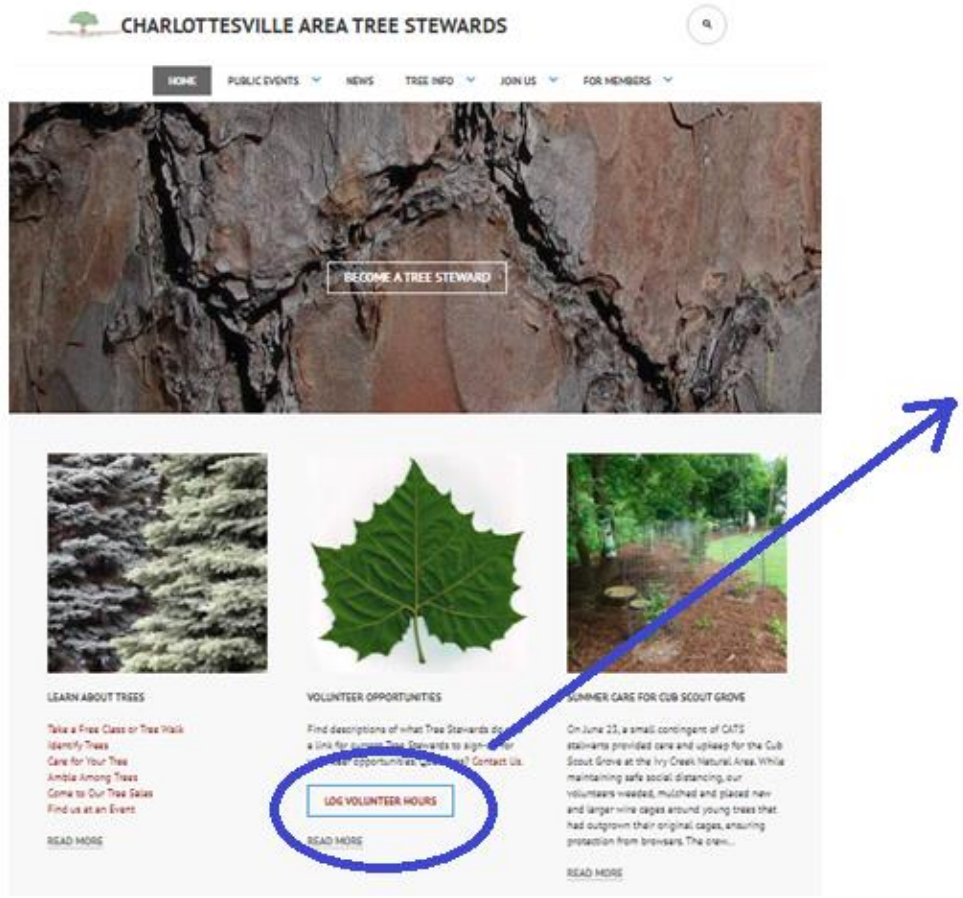
- In a timely manner - before you forget to do it
- Before our semi-annual reports to Trees Virginia and Department of Forestry (Jun 30th and Dec 31st)
- Before the next grant proposal – dates vary
- Basically, as soon as possible

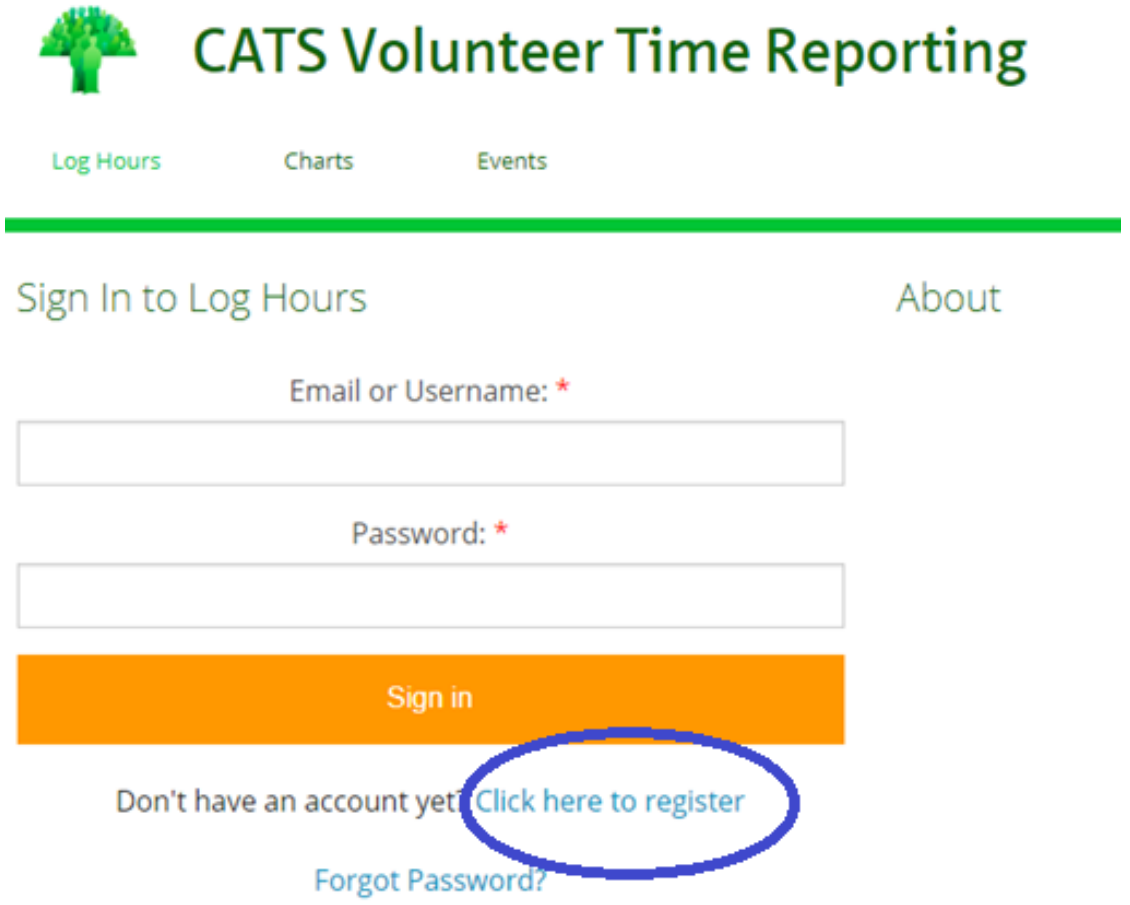


Where we record our time

- We use our Track It Forward (TIF) website
- Click on “LOG VOLUNTEER HOURS” on the CATS Home Page (https://charlottesvilleareatreestewards.org/)
- Register for a TIF account
- Login to TIF (Registering creates a login for you)
- Record your time in TIF
- Time is recorded by “Activity” also known as “Category”

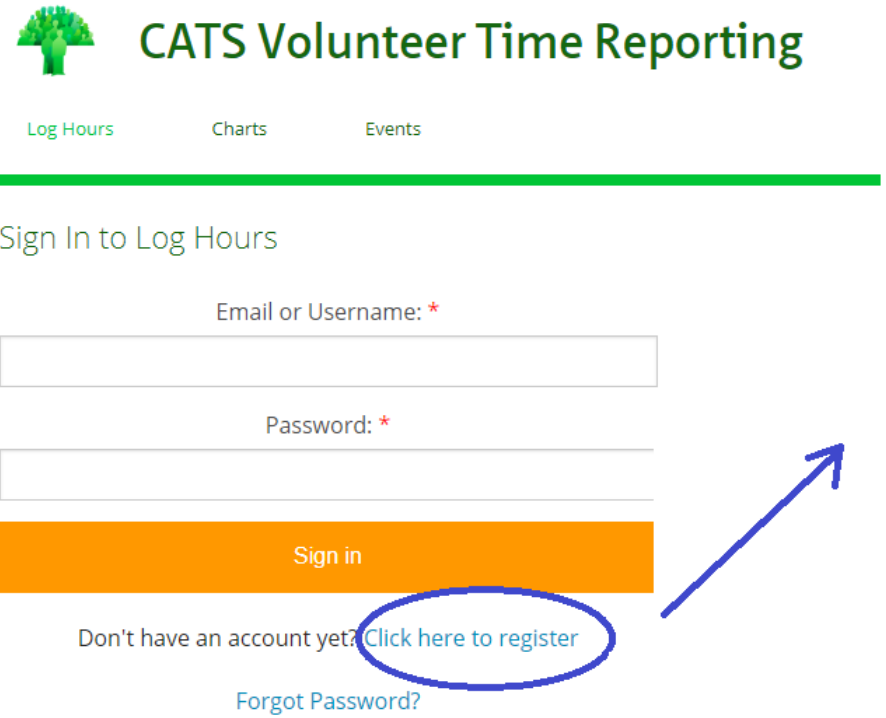
Navigation - CATS Home Page to CATS TIF Register/Login

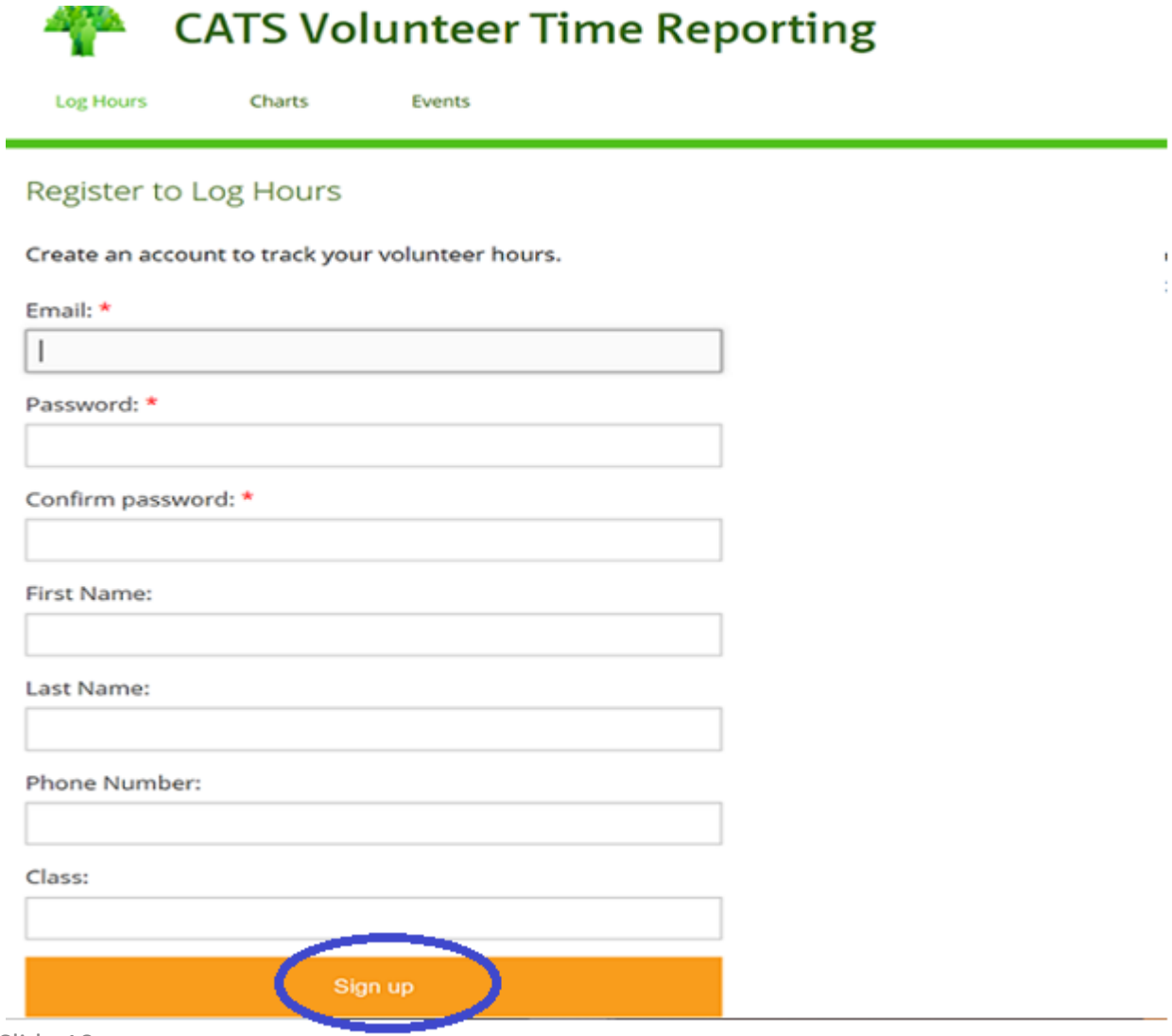




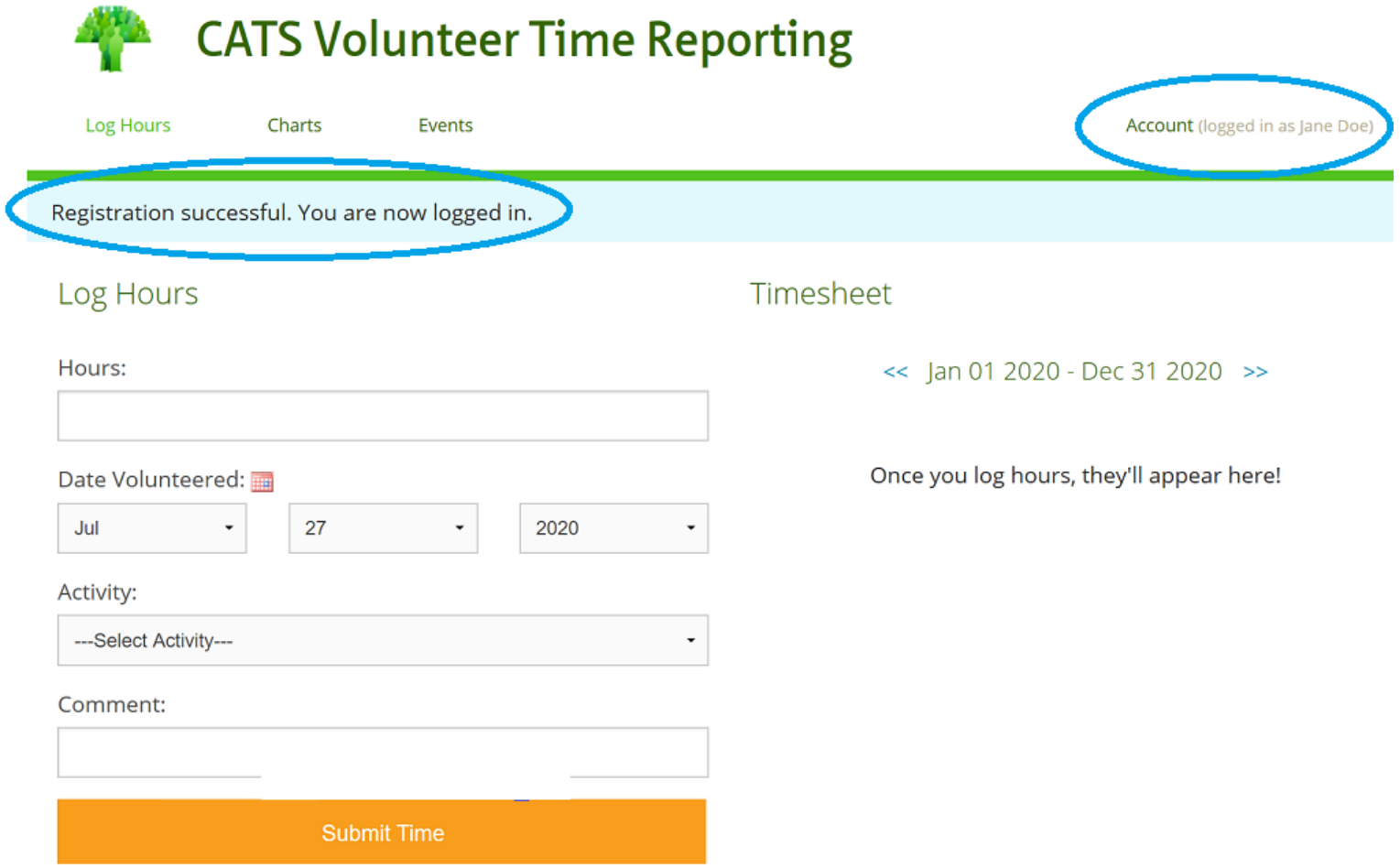
Click on LOG VOLUNTEER HOURS

Register for a TIF Account (just once)





Record your time in TIF



Displays:

- Your account/login
- Registration confirmation

Entries:

- Hours (and tenths), so 90 minutes is 1.5 hours
- Date Volunteered – adjust as needed
- Activity – see next slide
- Comment – additional description as needed

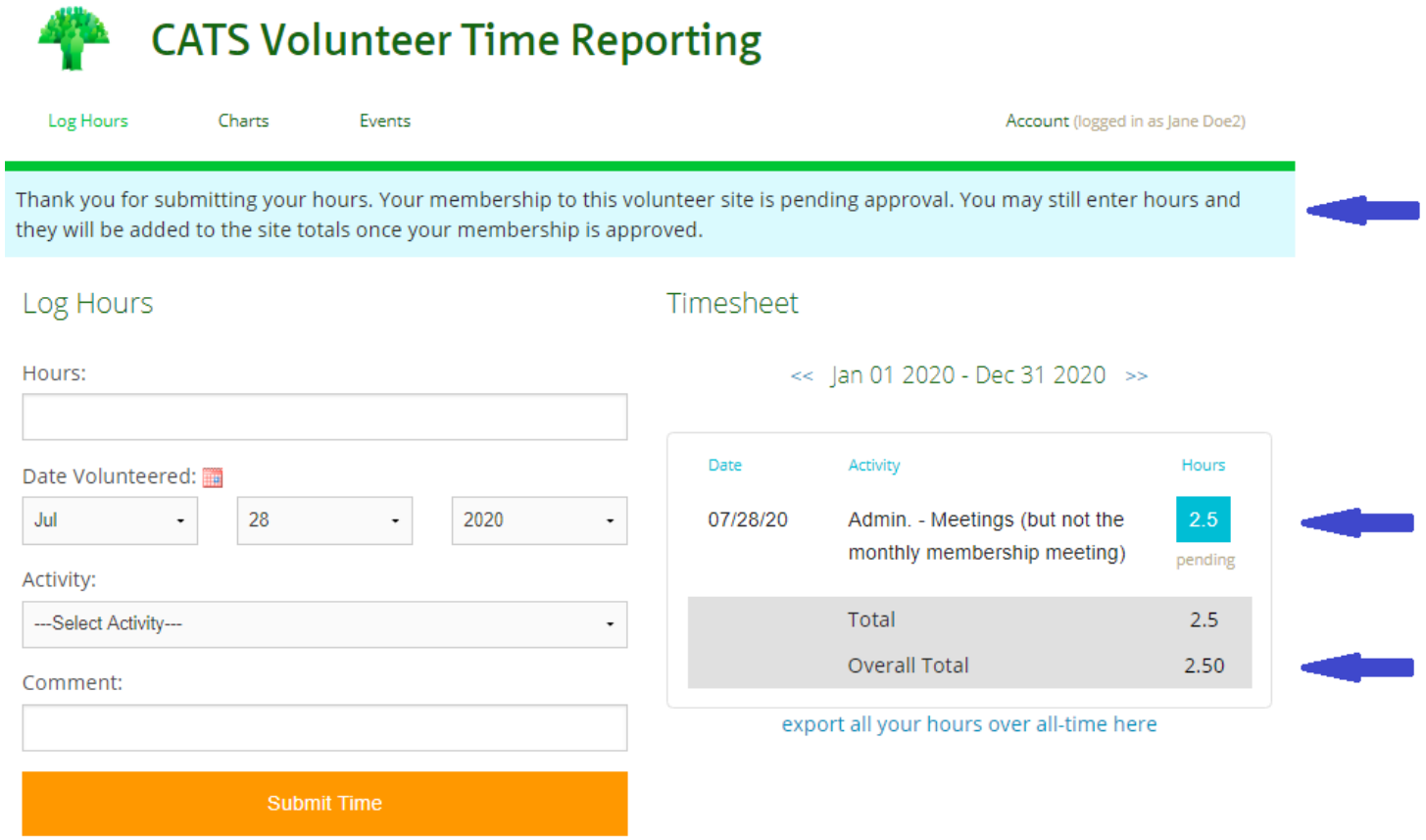
TIF Activity Drop Down List

---Select Activity---
Admin. - Meetings (but not the monthly membership meeting)
Admin. - Activities related to meetings and organization coordination (not attending)
Admin. - Volunteer administration (CATS roster, reporting hours for others, TIF admin, signing up volunteers)
Comm. - CATS website & Facebook page (maintenance and postings)
Comm. - Outreach to public (public relations, tables at community events, mailing lists, etc.)
Comm. - Information to members
Cont. Ed. - Attending CATS membership meetings, workshops, lectures and walks
Cont. Ed. - Attending workshops, lectures and walks NOT sponsored by CATS
Ed. - CATS Training Class (preparing, administering, delivering and assisting class)
Ed. - Other CATS workshops, lectures and walks (preparing, administering, delivering and assisting)
Projects - Notable Trees, Tree Inventory, Maps and Labeling
Projects - Park and public spaces care (maintenance of CATS plantings, etc.)
Projects - Tree planting
Projects - Tree preparation and sales
Projects - Invasives removal
Other - Whatever CATS volunteer hours that do not fit in any of the above
NON-CATS members volunteer hours (UVa students, associate members, etc.)

Choosing Which Activity in TIF

- Admin is for Administrative activities e.g. Working on or writing grant proposals
- Comm. is for Communication activities e.g. Sharing information
- Cont. Ed. is for Continuing Education e.g. Personal learning
- Ed. is for work on CATS Education programs e.g. Tree Steward Class
- Projects is for time on CATS projects (Comment field may be used to distinguish between locations for invasive removal projects) - The project leader is your best source for how to record these hours
- Travel time should be recorded with the associated activity

TIF Timesheet Report



Displays:

- Pending notice
- Timesheet entries
- Your YTD hours

Key Points

- Record your volunteer hours in TIF to track your personal goal – help is available.
- Hours recorded in TIF provide for
  - Increased grant funds for Trees Virginia
  - Increased funds for CATS mini-grants
- CATS home page “LOG VOLUNTEER HOURS” links to TIF

Contact Information

- Comments and/or suggestions for improving this slide deck are welcome

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