Winnipeg Regional   Office régional de la
Health Authority   santé de Winnipeg

WRHA VOLUNTEER SERVICES
GOOD PRACTICE GUIDELINE MANUAL

Good Practice Guideline: **Reporting Process of Volunteer Hours**	Reference # 8.2	Page 1 of 1
	Approved:	Date: September 2, 2015

GOOD PRACTICE DESIRED OUTCOME:
All hours contributed by WRHA volunteers (direct service and collaborative) will be tracked and maintained within the Volunteer Services Information Management Database program.

Volunteer hours will be submitted on a timely basis.

DEFINITIONS:

> *Information Management Database program* is a trusted and secure electronic computer system that is used to store and coordinate volunteer information and placements.

GOOD PRACTICE GUIDELINES:

1. Volunteer hours are tracked based on volunteer, assignment, program area and site.

2. Volunteers will report their hours using the online process via the volunteer information database system, manually using a time sheet or some other means through their volunteer placement supervisor.

3. At the end of each quarter (end of June, end of September, end of December and end of March), the Manager of Volunteer Services will email the volunteer placement supervisors asking them to remind their volunteers to submit their hours if not already done so. If volunteer placement supervisors keep track of the hours for their volunteers, then this is when they forward them to Volunteer Services.

4. Volunteer Services will run quarterly reports to ensure hours are submitted.

5. Volunteer Services will prepare a fiscal year end hours report. These hours are included in the annual report for Volunteer Services which is shared with internal stakeholders.

Source: **New**
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