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**Volunteer Hour Log Frequently Asked Questions**

1. **How do I report my organization’s volunteer time?**

You will report your hours via the [Volunteer Hour Log](https://docs.google.com/forms/d/e/1FAIpQLScvJ0KpRvsSoYftGYtAvI5a5NrdXGITvXfk6jrP2SvpRmVosg/viewform?usp=sf_link).

1. **How often should I report hours for my organization?**

We recommend weekly so that it remains manageable, but you may report as you see fit. When reporting multiple weeks, be sure that you select all applicable weeks in the dropdown list.

1. **How do I report volunteer minutes vs. hours?**

When reporting, round the collective minutes to the nearest quarter hour (.25, .5, .75, 1). For instance, if all time reported by employees equals 125 minutes, that will be reported as 2 hours. If all time reported by employees equals 155 minutes, that will be reported as 2.5 hours.

1. **I've missed a week of reporting, what now?**

It's ok, feel free to catch up when you report your hours the next week. Be sure to select all applicable weeks from the dropdown list.

1. **Hours were reported by an employee after I already reported that week’s hours. What should I do?**

It's ok, feel free to add their hours when you report hours the next week. Just add them to the week you’re reporting.

1. **When will the leaderboard be updated?**

The leaderboard will be updated every Wednesday. Please check [here](https://kanserve.ksde.org/take-action/partner-with-us/give-back-kansas-challenge/leaderboard) for updates. This is another reason to report your hours weekly. You’ll be able to see in real-time how your organization is performing in the challenge.

1. **What counts as volunteering?**

All activities performed willingly and without compensation counts as volunteering. Using paid Volunteer Leave or volunteering on personal time outside of work should be included. Examples of volunteer activities include, but are not limited to:

* Coach, referee, or supervise sports teams
* Tutor, teach or mentor youth
* Be an usher, greeter, or minister
* Collect, prepare, distribute, or serve food
* Collect, make, or distribute clothing, crafts, or other goods
* Fundraise or sell items to raise money for charity
* Provide counseling, medical, fire/EMS or protective services
* Serve on a nonprofit board or committee
* Engage in music or other artistic performances
* Provide transportation for people (to medical appointments, grocery store, etc.)