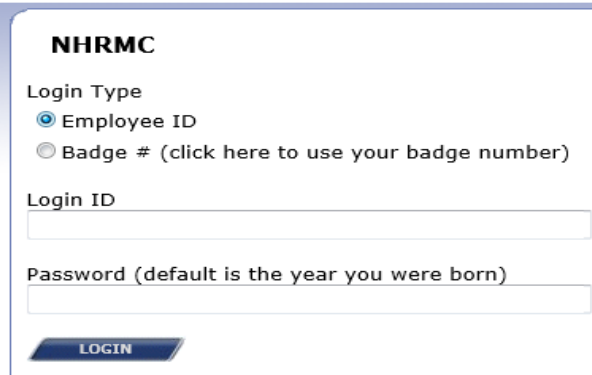
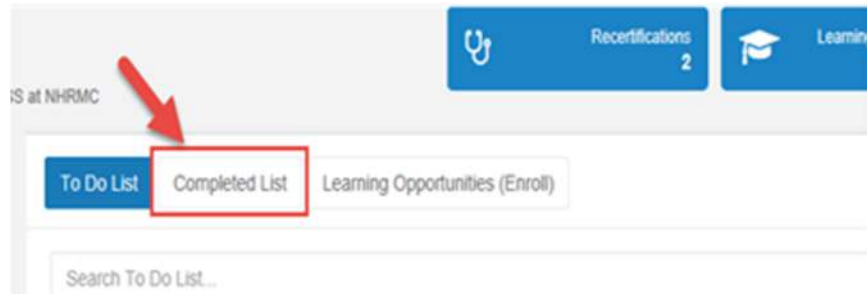


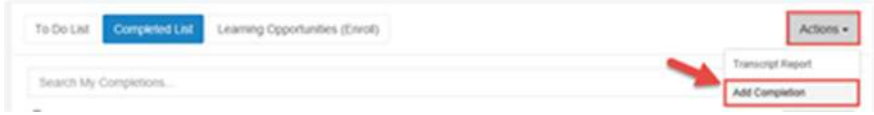
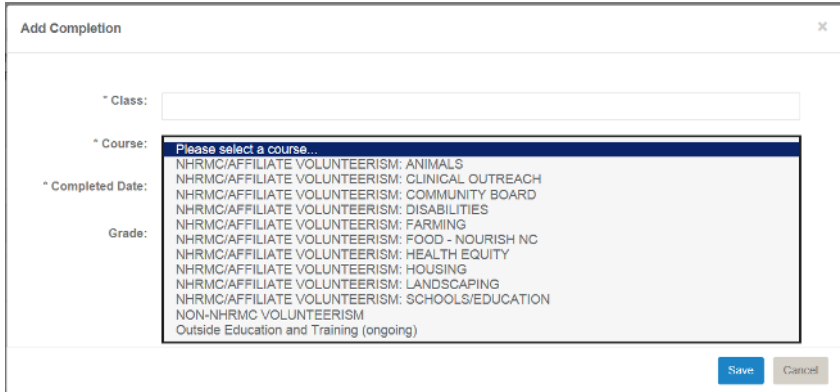
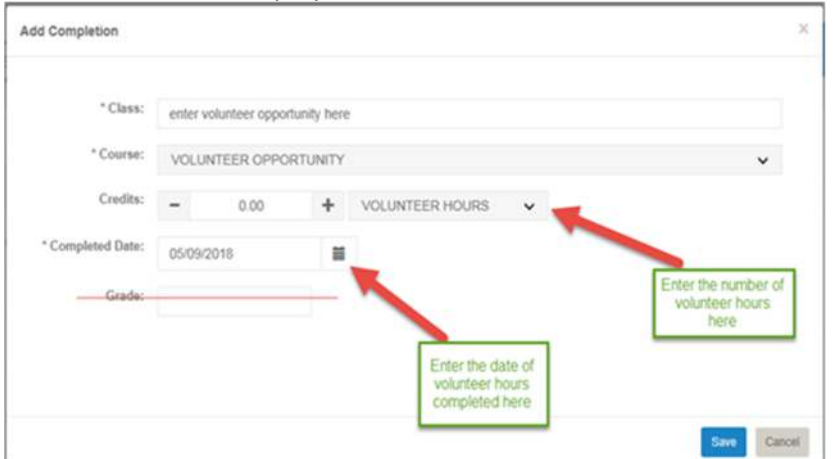
Origination Date: August 15, 2018

**Standard Work: How to Report Volunteer & Outreach Hours**



<p><b>Purpose:</b> <i>Steps for tracking volunteer and outreach hours</i></p> <p><b>Process Owner:</b> <i>Vera Newkirk, Optimize Engagement Initiative Owner</i></p>	<p><b>Performed By:</b> Leaders &amp; Employees</p>	<p><b>Activity Starts:</b> <i>When individual volunteers</i></p> <p><b>Activity Ends:</b> <i>When volunteer or outreach is completed and documented</i></p> <p><b>Time Needed:</b> <i>Will vary by individual</i></p>
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Step	MAJOR STEPS (WHAT) (WHEN) (High level steps)	KEY POINTS (HOW) (WHO) (Detailed Steps)	REASONS FOR KEY POINTS (WHY)
1	Go to “myNetLearning” from Capslive	<ul style="list-style-type: none"> <li>All leaders and employees</li> <li>Login into myNetLearning using either your Employee ID or Badge #</li> </ul> 	<ul style="list-style-type: none"> <li>The ability to capture volunteerism and outreach in the community provides a metric for measuring employee engagement through community service.</li> <li>Measurement of volunteerism and outreach will provide opportunities to recognize individuals and departments who excel in these areas, as well as encourage others to engage in community service.</li> </ul>
2	Click “Completed List” at the top banner	<ul style="list-style-type: none"> <li>All leaders and employees</li> </ul> 	<ul style="list-style-type: none"> <li>Tracking volunteer and outreach hours can only be accomplished by individual employees reporting their specific time under the Completed List via Net Learning.</li> </ul>

3	Click the “ <b>Actions</b> ” dropdown box and select “ <b>Add Completion</b> ”	<ul style="list-style-type: none"> <li>All leaders and employees</li> </ul> 	<ul style="list-style-type: none"> <li>Tracking volunteer and outreach hours can only be accomplished by individual employees reporting their specific time under the Completed List via Net Learning.</li> </ul>
4	<p>A “Add Completion” window will pop up. Enter the following information:</p> <ul style="list-style-type: none"> <li><b>Class</b> – Type in the name of the volunteer opportunity</li> <li><b>Course</b> – Select one of the volunteerism or outreach types that best describes the Mission Corp category</li> </ul>	<ul style="list-style-type: none"> <li>All leaders and employees</li> </ul> 	<ul style="list-style-type: none"> <li>Tracking volunteer and outreach hours is helpful for reporting how the organization supports the community; it allows us to measure the kinds of activities employees enjoy and pair their interests and passions with preferred volunteer opportunities; it helps to more specifically recognize individuals for the value they add personally to the community.</li> </ul>
5	<p>Enter the following information:</p> <ul style="list-style-type: none"> <li><b>Credits</b> – Add the number of volunteer hours</li> <li><b>Completed Date</b> – Add the date that volunteer hours were completed</li> </ul>	<ul style="list-style-type: none"> <li>All leaders and employees</li> </ul> 	<ul style="list-style-type: none"> <li>Tracking volunteer and outreach hours by date is helpful for accurate measurement and reporting.</li> <li>Tracking volunteer and outreach hours is helpful for reporting how the organization supports the community; it allows us to measure the kinds of activities employees enjoy and pair their interests and passions with preferred volunteer opportunities; it helps to more specifically recognize individuals for the value they add personally to the community.</li> </ul>

**\*\*For more information on the Mission Corps volunteer opportunities, please visit Mission/Strategy on CapsLive or contact Lisa Edgerton**