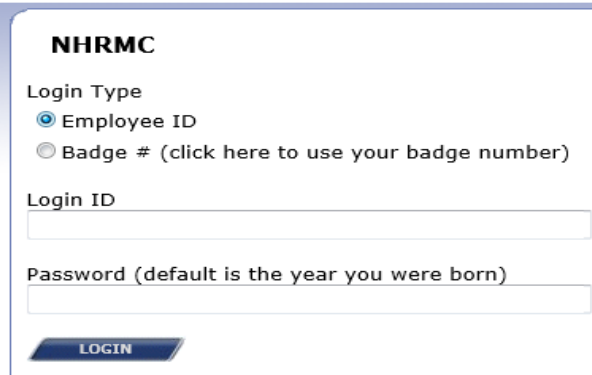
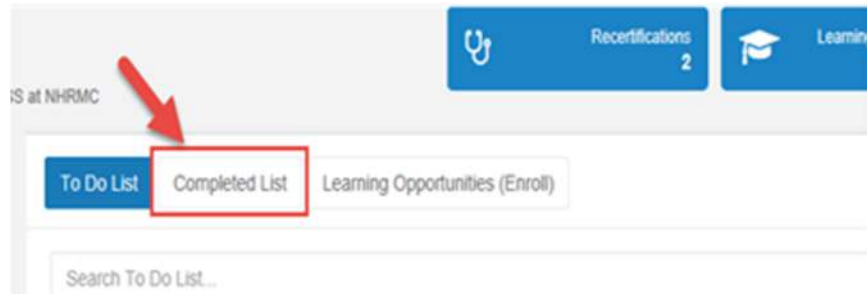


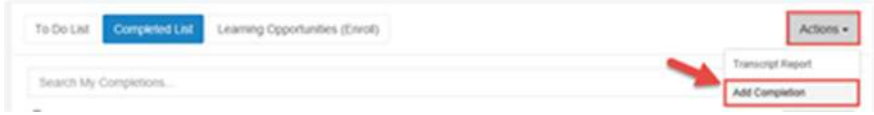
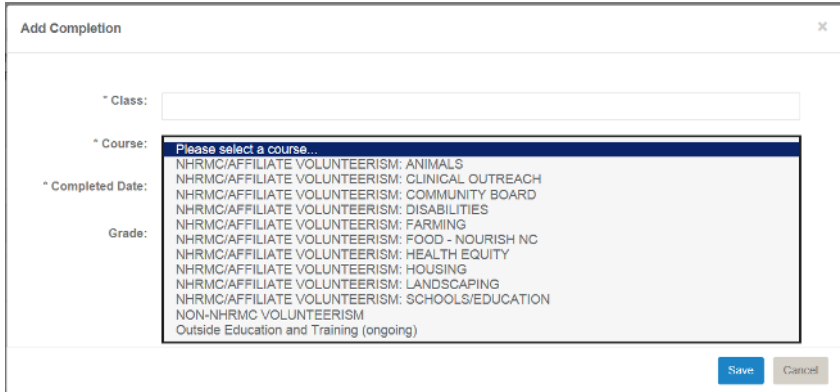
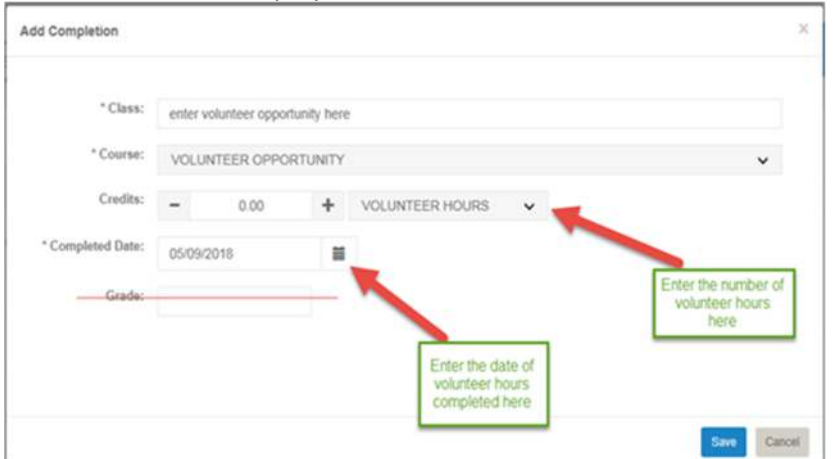
Origination Date: August 15, 2018

Standard Work: How to Report Volunteer & Outreach Hours



<p>Purpose: <i>Steps for tracking volunteer and outreach hours</i></p> <p>Process Owner: <i>Vera Newkirk, Optimize Engagement Initiative Owner</i></p>	<p>Performed By: Leaders & Employees</p>	<p>Activity Starts: <i>When individual volunteers</i></p> <p>Activity Ends: <i>When volunteer or outreach is completed and documented</i></p> <p>Time Needed: <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"> All leaders and employees Login into myNetLearning using either your Employee ID or Badge # 	<ul style="list-style-type: none"> The ability to capture volunteerism and outreach in the community provides a metric for measuring employee engagement through community service. 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.
2	Click “Completed List” at the top banner	<ul style="list-style-type: none"> All leaders and employees 	<ul style="list-style-type: none"> Tracking volunteer and outreach hours can only be accomplished by individual employees reporting their specific time under the Completed List via Net Learning.

3	Click the “ Actions ” dropdown box and select “ Add Completion ”	<ul style="list-style-type: none"> All leaders and employees 	<ul style="list-style-type: none"> Tracking volunteer and outreach hours can only be accomplished by individual employees reporting their specific time under the Completed List via Net Learning.
4	<p>A “Add Completion” window will pop up. Enter the following information:</p> <ul style="list-style-type: none"> Class – Type in the name of the volunteer opportunity Course – Select one of the volunteerism or outreach types that best describes the Mission Corp category 	<ul style="list-style-type: none"> All leaders and employees 	<ul style="list-style-type: none"> 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.
5	<p>Enter the following information:</p> <ul style="list-style-type: none"> Credits – Add the number of volunteer hours Completed Date – Add the date that volunteer hours were completed 	<ul style="list-style-type: none"> All leaders and employees 	<ul style="list-style-type: none"> Tracking volunteer and outreach hours by date is helpful for accurate measurement and reporting. 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.

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