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REPORTING VOLUNTEER TIME

Track It Forward is the on-line reporting system used by DCV. You may enter your time on Track It Forward in either of two ways--

- #1 - Download the Track It Forward app to your phone, tablet or other device, or
- #2 - Go to Trackitforward.com and enter your user name and password.

There are 6 fields in the time entry system.

- **HOURS:** Enter the number of hours you volunteered.
- **DATE VOLUNTEERED:** Select the date that you volunteered. The current date is the default.
- **ACTIVITY:** Select from the categories on the drop-down menu. The categories are explained below.
- **COMMITTEE:** If doing committee work, Select the committee on the drop-down menu. BOD is the Board of Directors. Otherwise leave this field empty.
- **MEMBER HELPED:** if you select an Activity that was with a DCV member you assisted you will be able to choose which member from the Member Helped field. You can search in the drop-down list by beginning to enter their first name in the blank at the top. If you assisted more than one member

then select **show additional fields** and then check the boxes for the members.

- **NOTES:** This is an optional text box for entering additional information. Ways to use Notes are explained below in the descriptions of the Activity categories.

TIME FOR SERVICES TO MEMBERS

The Activities that are services to Members are:

ERRANDS: Use this category for helping a member such as picking up library books, getting stamps, mailing packages, etc. Select the Member Helped from the drop-down list.

FRIENDLY VISITS AND CALLS: Use this category if the primary purpose of your visit or call is to be in touch with the member. You do not need to report separately if you do small tasks such as putting away groceries. If you do a larger task, you can separate that time into a separate entry under Other Volunteer Services to Members. Select the Member Helped from the drop-down list.

HOUSEHOLD SUPPORT: Use this category if the primary purpose was to help a member in the home such as changing lightbulbs, home maintenance, moving furniture, etc. Select the Member Helped from the down-down list.

OUTSIDE HOME (Lawn, Shoveling Snow): Use this category if the help was provided outside of the member's home. Other examples for this category are gardening, yardwork, watering plants, etc. Select the Member Helped from the drop-down list.

PROFESSIONAL SERVICES: limited to qualified staff only and should not be used by volunteers.

TECH SUPPORT: Use this category if the primary purpose was to assist a member with technology such as helping set up a cell phone, troubleshooting a computer or printer, teaching new tech skills, etc. Select the Member Helped from the drop-down list.

DRIVING: Use one of these four categories if you are driving a member based on destination. Select the Member Helped from the drop-down list.

Transportation (Medical) One Way

Transportation (Medical) Round Trip

Transportation (Other) One Way

Transportation (Other) Round Trip

Examples of Transportation (Medical) trips include trips to medical appointments, hospital, physical therapy, memory care facilities, etc.

Examples of Transportation (Other) includes all trips for non-medical reasons such as trips to grocery store, post office, social event, etc.

FOOD PROVISION: Use this category if the primary purpose is to prepare and/or deliver food to a member. This includes buying groceries for members. Select the Member(s) Helped from the drop-down list or **show additional fields** and then check the boxes for several members.

OTHER VOLUNTEER SERVICES TO MEMBERS: Use this category for anything that is not specifically included in any prior category. Enter the Member Helped in the down-down box. Enter the service provided in the Notes field.

TIME FOR DCV OPERATIONS

There are three categories of things that you do to help keep DCV in operation.

- **COMMITTEE WORK:** Use this category for any work with a Committee, such as the Gala Committee, Finance, Advocacy etc. This includes time spent at meetings and doing activities of the committee. Select the committee from the drop-down list.
- **EVENTS:** Use this category for time you spend helping with an event such as the Winter Party, a special event like a lecture, or any other event. Do not use this category for work on committees that are listed in the Committee drop-down list, which should go under the Committee Work category. In the Notes box, indicate the event.
- **OTHER (Admin, Data, Tech):** Use this category for anything you do for DCV administration that is not covered in Committee Work or Events. Do

not include work done as a volunteer helping individual DCV members. You can use the Notes box for information if you wish.

FAQs

Time entry is made in ½ hour increments. Please make your best estimate of the time involved and round up your time to the next ½ hour.

Daily time entry is encouraged. Daily entry is easier if you use the Track It Forward app. You can aggregate time done for one activity over several days into one entry if you wish.

If you lose your password, contact volunteer@dupontclevillage.net to have your password reset.

For questions about Track It Forward, e-mail mirella.shannon@gmail.com.