



Reporting Volunteer Hours

in 4HOnline

4-H Volunteer Hours

In an effort to track the number of hours given to 4-H by our volunteers, we are asking that every volunteer reports their hours at least on a quarterly basis. We will use this data to show county, state, and federal partners the impact you are making on 4-H programs.

This is done through 4HOnline. You will be reporting your time as a 4-H volunteer leader. This may include one on one meetings with families/members, club meetings, project meetings, phone calls, committee meetings, etc... Anything you do as 4-H volunteer leader for the 4-H program.

Once hours have been reported, you log back in and edit the entry. Example, if you want to have all of club meeting hours in one entry, edit the hours in 4HOnline.

Please enter the hours beginning in the current 4-H year and update monthly or quarterly.

All questions, please contact your local county extension office.

Steps to Reporting

Step 1

Sign into your account in 4hOnline. Under your profile, in the menu on the left side of the screen you will see Hours. Click on Hours.

Colorado 4-H Youth Development

Member List

- Profile
- Events
- Colorado 4-H Youth Development
- Enrollment
- About You
- Activities
- Awards
- Clubs
- Consents
- Groups
- Health
- Hours
- Invoice
- Projects
- Questions
- Files
- Screening
- Trainings
- Volunteering

Colorado 4-H Youth Development

2022-2023

Joy Bauder #63510
Enrollment Status: Approved
Submitted: Oct 3, 2022 11:21 AM Approved: Oct 5, 2022 8:59 AM
Birth Date: 8/22/1969, Age: 53, Program Age: 53
Role: Volunteer

Years In Program

Clover Bud Years In Program	
Youth Years In Program	
Adult Years In Program	11
Total Years In Program Excluding Clover Bud	11
Total Years In Program	11

Screenings

Status	Date Submitted	Date Approved	Batch #
Approved	10/23/2020	10/23/2020	3

Trainings

No Trainings Selected

Step 2

Click on the blue box that says "Add Hours" on the right side of the screen.

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Colorado 4-H Youth Development

2022-2023

Volunteer Hours

Add Hours

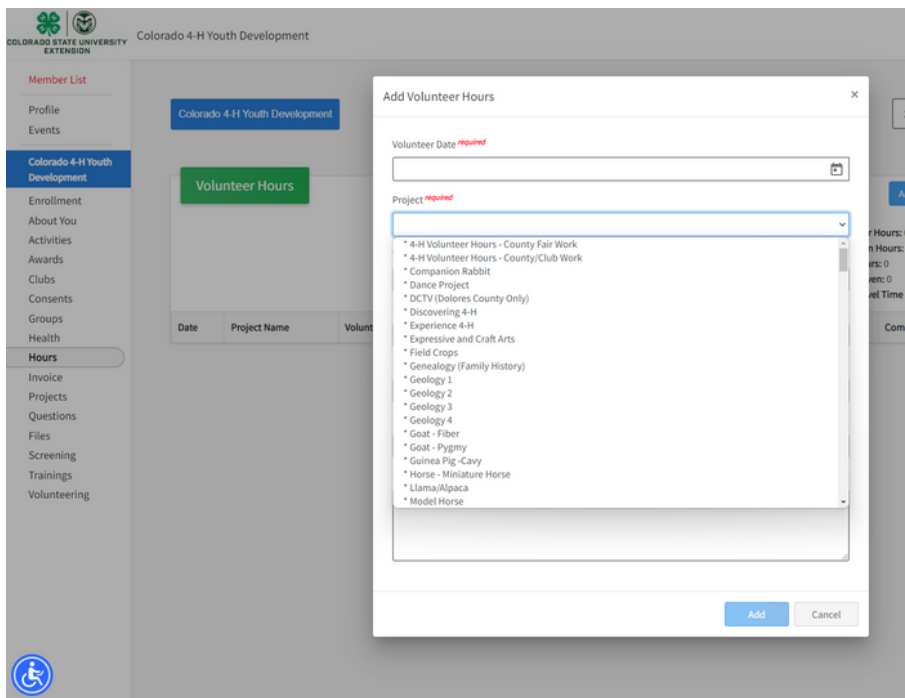
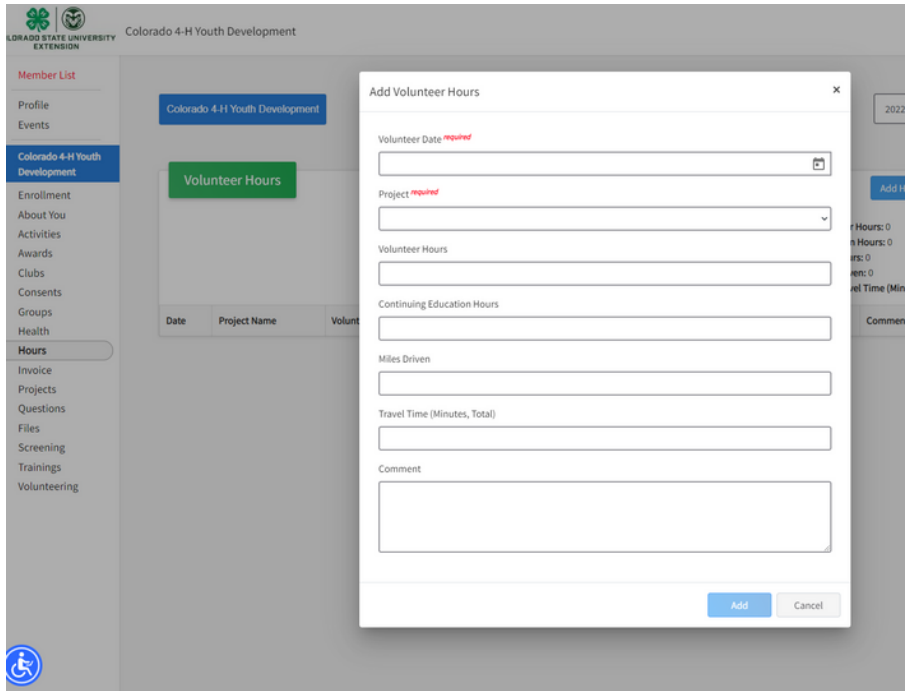
Volunteer Hours:
Education Hours:
Total Hours:
Miles Driven:
Total Travel Time (Minutes):

Date	Project Name	Volunteer Hours	Education Hours	Miles Driven	Travel Time (Minutes)	Comment
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Reporting Volunteer Hours in 4HOnline

Step 3

Fill in the information that is asked for in each field.



- Volunteer Date - This can be the specific date of the event (project meetings) or if you are grouping the events (like club meetings), you can choose a date within that quarter to use.

- Project - If you are doing specific project meetings, choose the project that it is.

If you are doing a workshop on cake decorating, and covering all the units, then you can pick one to put the workshop under. If it is a specific unit you are teaching, use that.

For club meetings or fair work specifically, you can add hours associated to that under one of those areas (as seen at the top of the box).

- Volunteer Hours - #of hours for what you've done. You can include drive time if it is part of the 4-H event (ex. driving to shooting sports practice, etc.)

- Continuing Education Hours - This is where you would put training hours. This can include shooting sports leader training, county specific leader trainings, etc.

- Miles Driven - can put 0 in this. If you want to include the miles driven for 4-H purposes, you are welcome to do so. This would be driving from your home to a meeting, to practices, etc.

- Comment - This is where you can identify the event you are reporting hours of volunteer work. It may be a club meeting, chaperoning a conference, etc.