Information about Volunteer Hour Forms on this Webpage

# OHCE Members

If you are an OHCE member, but are not the person designated by your group to collect and enter volunteer hours, you will be interested in the following links under this tab:

1. **Member Volunteer Hour Form**: You are NOT required to fill out this form, but it is one way for you to keep track of what you do each month. You may also like just writing things down in a spiral notebook. Please work with your group’s secretary (or whoever has been asked to do this for your group) and find out what works best them and for your group. That person may prefer that you use the Member Hours form. Either way, it is still good to take a look at the form so that you know the kinds of things we are looking for.
2. **Frequently Asked Questions**

# Secretaries or Designated Volunteer Hour Coordinators

If you have been designated as the person who will collect volunteer hours for your group, you will be interested in the following links under this tab.

1. **Member Volunteer Hours Form**: Take a look to determine if you want your members to use this. You may be comfortable with just verbally asking them to tell you their hours or writing something on a piece of paper. The choice is left up to you.
2. **Group Volunteer Hours Form**: The Group Hours form is for your convenience and is meant to help you tally the information given to you by your members. You do not have to turn it in to anyone. That being said…the online entry portal is set up based on the Group Hours form, so it would probably help you quite a bit if you filled it out in advance of going online.
3. **The monthly link to the online entry portal**. For example, January’s link reads like this: “January Volunteer Hours Entry Form.” Click on that link. You will be asked to enter a password. You should have been provided with a list of monthly passwords. If you need help with the password, contact [suzette.barta@okstate.edu](mailto:suzette.barta@okstate.edu). During the first week of each month, a new link will be added. For example, the link to enter March data will be posted during the first week of April (but not necessarily April 1st or 2nd.) By the end of the year, you will see the links for all 12 months. There is no deadline to report during the year.
4. **Frequently Asked Questions**