

How to track volunteer hours and activities

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Recording volunteer hours supports recognition, grant reporting, and understanding engagement.

Steps

1. Open the volunteer's record.
2. Go to the **Hours, Activities**, or similar section.
3. Click **Add Hours** (or Add Activity).
4. Enter:
 - Date of service
 - Number of hours (or start/end times if used)
 - Activity type or description
 - Related event (if the hours were for a specific event)
 - Any notes
5. Save.

Best practices

- Record hours promptly while details are fresh.
- Use consistent activity categories so reports are meaningful.
- Review hours periodically for accuracy before submitting reports to funders or boards.

Many organizations also use total hours for volunteer recognition programs.
