How to track volunteer hours and activities

Last Modified on 10/16/2026 7:04 am EDT

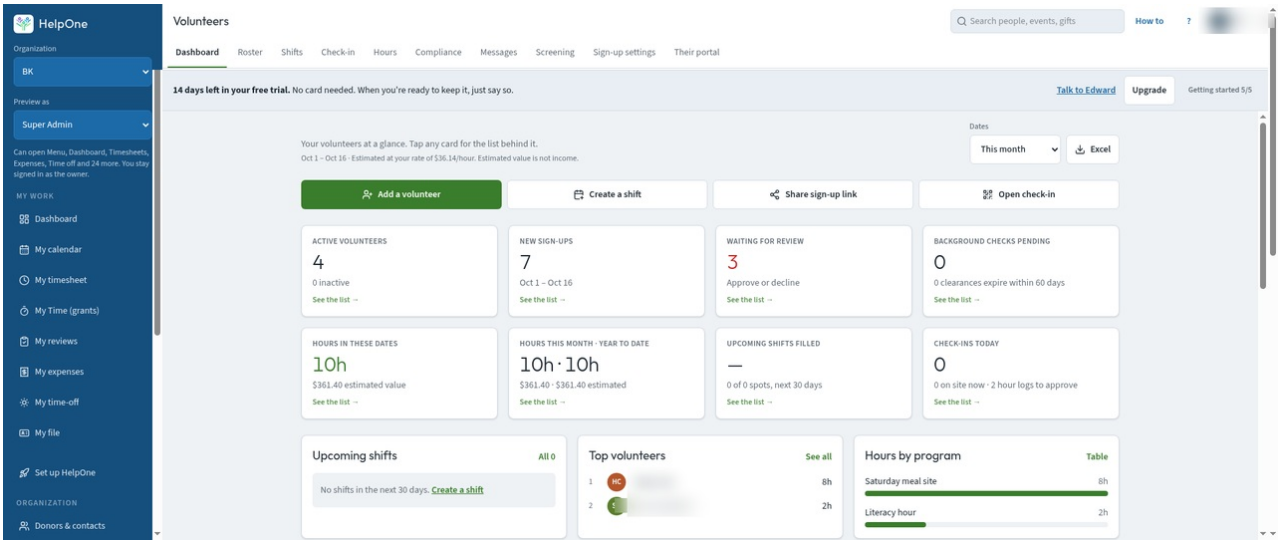
Volunteer hours count for recognition, grant reports, and in-kind value.

Log hours

1. Go to Volunteers > Hours.
2. Click Log hours for a volunteer.
3. Enter the hours and save.

Approve hours

1. On the Hours tab, look under To approve.
2. Click Approve, or Send back if something needs fixing.
3. Approved hours move to Approved.



Report on hours

Open Volunteers > Compliance. Pick Month, Quarter, Year, or YTD. You'll see hours and in-kind value by program and site. Click Download PDF, Download CSV, or Print.

Tip: Approve hours every week so reports are ready when funders ask.