

HSUS District Leader Volunteers Tracking and Reporting Your Efforts and Hours

All District Leaders are required to track and submit a report of their hours of service and activities each month. This information is essential in building internal and external support for the District Leader program and ensuring its continued success. Data about volunteers is required by some grant funders and is required for our tax reporting purposes. Capturing this information is an important way to measure support for The HSUS and our programs, as well as our impact on volunteer engagement across the country.

You may update your hours as often as you like, but we require that you submit a report of your hours of service and activities at least once each month. To do so, please follow the directions below.

Directions for entering your hours and activities:

- Log onto the Hub via the [Volunteer Portal](#) using the same email address and password you used to complete your volunteer application.
- In your profile, click the **Hours** tab on the top right.
- Click the green plus sign for *Input Additional Hours*.
 - Date: Enter the date of the activity. If entering activity for more than one day (i.e. on a weekly basis), just use the current date. If entering for the month, simply enter the last day of the month for which you are reporting.
 - Department: Select “[Your State] State Affairs” as the department to which the hours should be attributed (e.g. *Pennsylvania State Affairs*).
 - Opportunity in which these hours were worked: Select “District Leader-[Your State]” (e.g. *District Leader-Pennsylvania*).
 - Hours: You can enter all of the hours for one month at one time if you’d like. If you choose to log one entry for the entire month, be sure to keep track of your activities elsewhere on a regular basis. If you want to log hours as you go, you can do that too, and have multiple entries within the same month. Please enter the hours in quarter hour increments: 15 minutes is .25, 30 minutes is .5, 45 minutes is .75, and so on. Be sure to include any hours spent lobbying.
 - **Note:** Lobbying consists of asking elected officials and any others to take action on a *specific piece of legislation*. For additional background information on what constitutes lobbying, see the “Lobbying for Volunteers and Interns” document in the Resources section of The Hub. If you traveled for multiple purposes, one of which was lobbying (e.g. TAFE) you should designate a portion of your travel time to lobbying. If HSUS asked you to contact your legislators as part of your HSUS volunteer duties, count the time spent making those calls as lobbying, even if you identified yourself as a constituent and not as a HSUS District Leader.
 - Notes/additional information: Utilize this text box to let us know what type of activity you’ve engaged in and/or contacts you’ve made—no matter whether it involves lobbying or not (this can include training, recruitment, events you’ve participated in, etc.)
 - If it does involve lobbying, we’d like to specify the nature of the activity (in-person meeting about legislation? letter writing? phone calls?) **as well as** the issue/bill you’re lobbying about. For example: I met with Rep. Smith’s staff to discuss HB2511 about puppy mills.
- Lobbying Activity: Select *yes*, if applicable.

- Please make certain that if you participated in any lobbying activities, that you **report those activities in the Notes/additional information** field mentioned above; those hours should be included in the full number of hours you're reporting (instructions above), and **again** under Lobbying Activity.
- If yes, how many: Enter the approximate amount of time spent lobbying. If you are reporting total volunteer hours for the month, and only part of your time was spent lobbying, in this last field, just specify the hours you spent lobbying. If you're reporting hours for a single activity and it was all lobbying, the hours you put here should match the hours you entered in the *Hours* field above.
- Click Submit.

Please contact Emily Spivak at espivak@humanesociety.org if you need help with this reporting procedure.

Individual Opportunities | Group Opportunities | Internships | Public Events Calendar | My Profile | My Groups | Resources | Logout

My Profile | My Departments (2) | My Training | My Events | My Volunteer Activity (24) | Interests | Reminders | Documents (3) | **Hours**

Internships

* - Required field

Submit Cancel

* Date Enter dates as mm/dd/yyyy

Department

Opportunity in which these hours were worked

Hours

Notes/additional information *If the work you completed is better measured by something other than hours, please indicate that here. For example, if you wrote letters, let us know which papers. If you collected signatures, let us know how many. If you held meetings, let us know who came.*

Lobbying Activity *Of the total number of hours you're reporting, can any be classified as "direct lobbying"?*

if yes, how many?

Submit Cancel