



## Tracking Hours & Donations

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### Why is it important to track volunteer hours and donations?

**Recording and reporting all volunteer hours and donations received by your campus club/organization are used in the following ways:**

- Many grants, as well as state and federally funded programs, require an accurate reflection of volunteer hours.
- When applying for a bond, one of the factors considered in determining our rating is... *what kind of community support the district has*. The higher the rating the better the interest rate. Simply stated, that affects our taxes.
- Volunteer hours are part of the summative data for your school and becomes part of the overall campus evaluation.
- Your volunteers and partners are valuable to the operation of many campus and district programs. They can influence how you build a program, the materials and equipment needed, scheduling, etc.
- Tracking volunteer and donation data is a valuable tool in detailing and highlighting how volunteers and partners impact not only the students but the community.
- This data represents a statistical snapshot of what you are accomplishing on your campus and tells your story to the community, fundraisers, and potential partners.

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### When and how do you report volunteer hours and donations?

- Email the total number of monthly volunteer hours not captured through the Raptor system to your VIPS Campus Coordinator.
- Report donation descriptions and values to your Campus Partnership Liaison (CPL) monthly. Please contact your CPL to ask how they would like to receive this information. Your CPL will need the donor's name, monetary value and a brief description.

Contact **Pamela Shaw** in Collaborative Communities at **281-634-1109** for more information.

