

Volunteer Induction

Recording your volunteer time

All your time spent volunteering for the Foundation should be recorded.

The main reasons are:

- We are required to submit proof of activity as a volunteer to the Department, for registration and insurance purposes. If you have no hours against your name for 3 consecutive years, your volunteer registration automatically lapses.
- Accurate records allow us to quantify the support for the Track and walkers provided by BTF volunteers.
- These statistics help us attract funds and resources. For example, they help us demonstrate how much volunteer effort is required to keep the Track open for walkers.
- The BTF and DBCA both reward our volunteers based on volunteer hours recorded.

It's best to submit your hours as soon as possible after you finish volunteering, while it's fresh in your mind!

How do I record my times?

To record your times, open our website and log on to your personal profile (refer to ***Introduction to website profile.pdf*** and also check out the FAQs on www.bibbulmuntrack.org.au/contact/website-help/). Then go to the Volunteer Website; you will land on the Timesheet section. The instructions ***Volunteer portal instructions.pdf*** give step-by-step details.

The most important piece of information for our records is the **quantity of time** (total hours). The actual date and clock time used to generate the total is not as important and can be tweaked if necessary (see below).



Sectional volunteers resting after a good day on the Track

**** VOLUNTEER HOURS MAY INCLUDE: ****

- The actual time you spend **volunteering**.
- Necessary **travel time**: from when you leave home to when you return home.
- If a stay of one or more nights is essential to complete your work: **overnight and all personal time** may be included. This recognises that volunteers may make a significant contribution of personal time and expense. Acceptable personal time is typically meals, ablutions and essential downtime. Significant chunks of personal recreation time should be excluded (see examples below). We trust you to identify any time not reasonably attributed to your volunteer role.
- The time it takes to collate, submit and communicate about **maintenance inspection report/s**.

Maintenance volunteers...

Every member of a sectional team submits their own times.

Only one volunteer should also submit a Track inspection report; and camp-site inspection report (if applicable). These reports are usually done by the team leader.

Refer to the factsheet **Essentials of Reporting** for tips on maintenance reporting.

What role do I choose?

Your time should be allocated to the relevant role. Choose from the 'Tasks' dropdown at the beginning of the timesheet form.

Choose from:

- Maintenance (Sectional)
- Maintenance (Support Volunteer)
- Office (General)
- Office (MAdmin)
- Office (Marketing)
- Office (Other)
- Guiding
- Research (Data Entry)
- Research (Track Counter Check)
- Promotion (Brochure Distribution)
- Promotion (Community Events)
- Board
- Other

Note that supplementary time (e.g. travel, reporting) is included with the time for the primary role.

Calculating your volunteer time

Because there will be a variety of circumstances, we've invented some scenarios to give you an idea of the best method to calculate your hours:

Example 1 – Simple session/day trip

Bev is an office volunteer who works one day a week in the BTF office in West Perth. She catches public transport into the city. She usually leaves home at 8.30am and gets home at 5.00pm.

For each working day, she enters these times as her 'Start time' and 'End time'.

This method applies to any volunteer role involving simple day trips, including:

- Office volunteers
- Maintenance volunteers visiting their section as a day trip
- Community events
- Brochure distribution

Example 2 – Frequent occasional sessions

Paul is a Data Entry volunteer. He works at home and likes to do 30-minute sessions throughout the week. Instead of entering every session individually, Paul may calculate that he has completed 5.5 hours of data entry over the course of a week.

He may enter his hours once a week. He picks a date at the end of the week, sets his 'start time' as 9.00am and his 'end time' as 2.30pm. The total time entered is 5.5 hours.

This method applies to any volunteer role with frequent occasional sessions, for example:

- Data entry
- MAdmin
- Other computer work
- Brochure distribution added to a trip you would have made anyway
- Work related to the BTF Board

Example 3 – Simple multiday trip

Carol lives in Perth and assists on a Track maintenance section south of Northcliffe. The work on her section usually takes the better part of a day and – because of the distance from home – she usually spends two nights away.

She drives down one afternoon, does her Track maintenance the next day, then drives home the following morning. On the day she completes her Track maintenance, her remaining free time is occupied with getting back to town, showering, eating and resting.

Carol leaves home at 1.00pm on the 18th, does her Track maintenance on the 19th and arrives back home at 1.00pm on the 20th. She may record the whole 48 hours as volunteer time.

Her start time would be the 18th at 1.00pm; her end time would be the 20th at 1.00pm.

Example 4 – Multiday trip with some personal recreation

Dave has a similar maintenance commitment to Carol.

On one trip, after packing up at his campsite, he decides to undertake a 6 hour walk in a nearby National Park before heading home – he's heard it is beautiful and recently upgraded!

Dave left home at 1.00pm on the 18th and gets home at 9.00pm on the 20th. He estimates the extra activity added an extra 7 hours to his arrival time. He deducts 7 hours to create an amended end time.

His start time would be the 18th at 1.00pm; his amended end time would be the 20th at 2.00pm.

Example 5 – Multiday trip with substantial personal recreation

Doug and Jenny are retirees. Their Track maintenance commitment is a great excuse to stay at a local caravan park for a week, enjoying the serenity and visiting attractions.

They have an easy section - only 6 hours of this week is actually spent on their Track maintenance – but (as in the previous examples) they would have needed at least two nights away from home.

They leave home at 8.00am on the 18th. Their travel time and setting up/packing up camp takes about 6 hours. They estimate that 14 hours is a reasonable allowance for each necessary overnight (6.00pm – 8.00am). They eventually arrive home on the 24th.

They calculate their total volunteer time is:

- Travel time x 2 = 12 hours
- Overnight time x 2 = 28 hours
- Track maintenance time = 5 hours
- Total time = 45 hours

They may enter any start date and time in that week as long as the total is 45 hours. If they enter a start time of the 18th at 8.00am, the amended end time would be the 20th at 5.00am. It doesn't matter that this isn't a "real" end time.

Doug and Jenny each submit these times on their own individual profile.