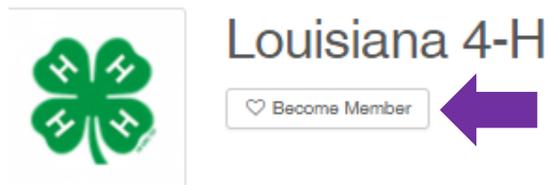


## How to Log Your Louisiana 4-H Volunteer Hours

Louisiana 4-H will now be honoring youth and adults with annual volunteer awards. In partnership with Volunteer Louisiana, volunteers with less than 150 hours will receive a certificate. Volunteers with 150 hours or more will receive a certificate and a lapel pin. Learn how to log your hours by following the steps outlined below.

**Step 1:** Go to <https://bit.ly/4HVolLog>

**Step 2:** Click the **Become Member** button beside the 4-H clover.



**Step 3:** Complete the questions on the new member login screen (First Name, Last Name, Email, etc.) and click **Create Account**.

**Step 4:** Click the green **Add Impact** button.



**Step 5:** Add your impact and submit your volunteer hours for verification. You will receive an email once your volunteer hours have been verified.

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### Tips for Completing the Impact Form

- Do your best to complete all the questions, and write a proper reflection.
- A proper volunteer reflection should be at least three sentences and provide a brief overview of:
  1. What activity you performed
  2. What was accomplished
  3. What you learned from the experience

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### How to Access Your Volunteer Impact Log

**Step 1:** Log back into your Give Pulse account and click on **My Activity** in the top right.

**Step 2:** Click on **Impacts** to view a summary page of all your logged volunteer impacts. You can also click **Print Summary** or **Export** to print a report of your volunteer hours. Additionally, you can click on the down arrow beside any of your impacts to **download a certificate**, update a log, view a verification log, or make a comment.



## What Qualifies as a Volunteer Hour?

1. Volunteering is when one person or a group of people perform a service, free of charge, that benefits their community or its community agencies. A community can be local, state, or global.
2. Self-initiated volunteer work independent of Louisiana 4-H is still considered volunteering.
3. Time spent on activities that benefit a broader population can be counted as volunteer hours.
4. Time spent on activities that only benefit the membership of an organization **cannot** be counted as volunteer hours, unless that organization is Louisiana 4-H.
5. Working within a religious entity (church, synagogue, etc.) will **not** satisfy the volunteer requirement **unless** you are performing outreach or volunteer work within the community.
6. If you receive compensation for the services you perform, they no longer qualify as volunteer hours. This **does not** include reimbursements for items that are essential for you to perform your volunteer roles, such as supplies or travel.
7. Job shadowing is **not** considered volunteering.
8. Projects sponsored by school clubs/organizations that provide a service to the local community can be counted only if they are in collaboration with Louisiana 4-H.
9. Political campaigning does not qualify as volunteer work.
10. Time spent traveling to and from a volunteer location **cannot** be counted as volunteer hours.

**\*\* There are situations where it is difficult to determine whether or not an activity meets the requirements to be classified as volunteer work, and we encourage you to email [mfranks@agcenter.lsu.edu](mailto:mfranks@agcenter.lsu.edu) with any questions or concerns.\*\***