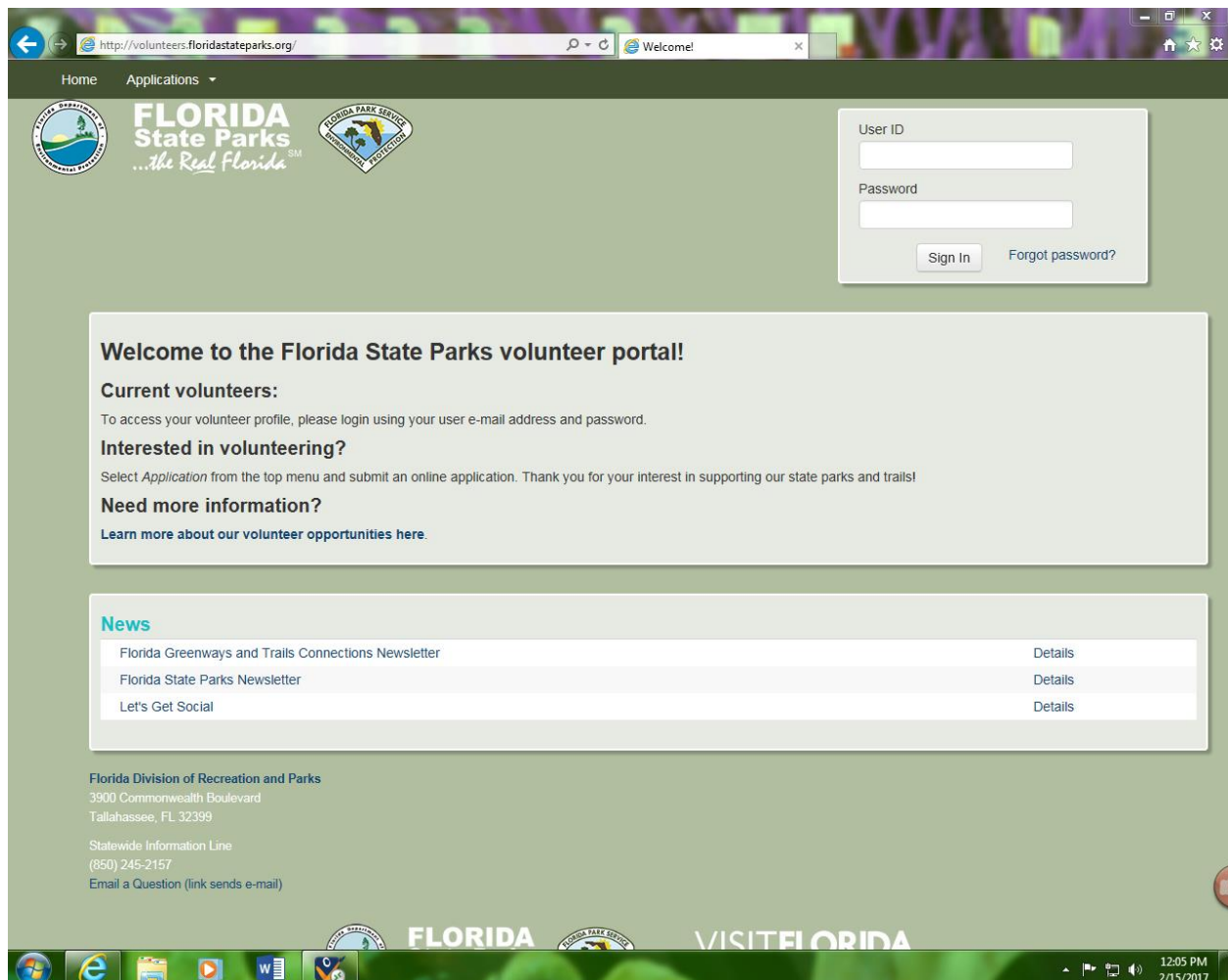


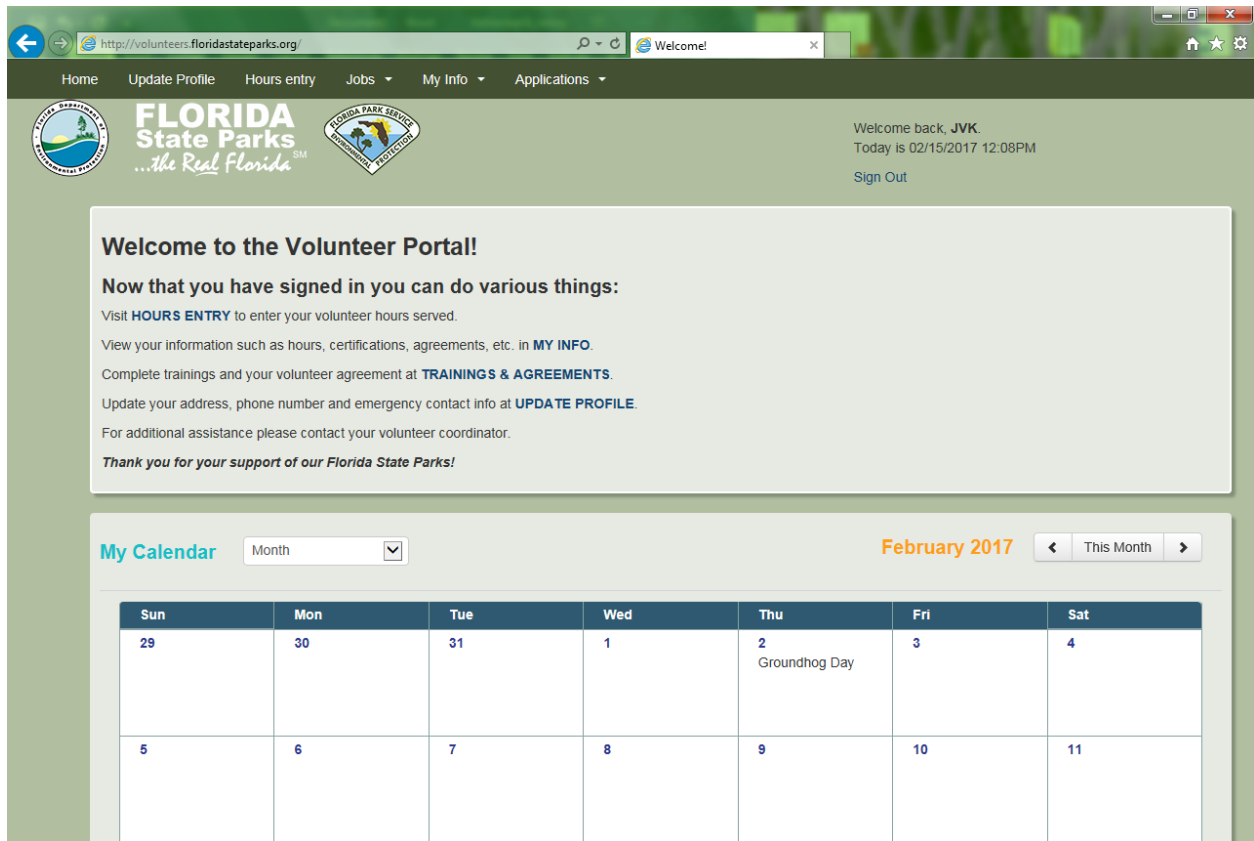
How to enter your volunteer hours on your online volunteer profile

Note: “Blue and underlined text”, in this document, indicate a link to an online document, internet page or e-mail address. By clicking on that text, you will get linked to it as long as you have an internet connection.

1. Throughout the month, log your volunteered hours on the Volunteer Time Record, also known as timesheet (either [paper](#) or [excel](#) version are available on the LLSP.ORG web site), after each volunteer occasion. By the last of each month, submit your hours online and notify your volunteer coordinator that you did so. When entering your hours online, you can choose to either log each volunteer occasion or bulk the hours in each job category (recommended for those who volunteer on a very regular basis). If you use the excel version of the time record, it will automatically add the hours of each job category. More information on the categories and bulking can be read later in this document. Once submitted online, e-mail or turn in the time record to your volunteer coordinator, Jenny Vogel Kehlenbeck, so she can make sure the time is submitted correctly online.
2. Go to <http://volunteers.floridastateparks.org> See image below.
3. In the top right square, enter your user ID (your e-mail address) and your password. If you have issues logging in or forgotten your password, contact your volunteer coordinator, Jenny, and ask for a temporary one.
4. Hit “Sign in”



5. Follow the instructions on the web page. Left click on the dark blue text **HOURS ENTRY** (on the web page). As you can see, you can also do your annual trainings, and sign your acknowledgements of completed trainings. Renewing your Volunteer Agreement annually is, for liability reasons, an absolute must to be able to volunteer. If yours is due for renewal, you should have received an e-mail reminding you. If you left click on **TRAININGS & AGREEMENTS** (on the web page), it will also show as a document you can click on and sign. Once the training is completed and the agreement is up to date, they will now longer show on that page. You can see your completed documents under **MY INFO** on the web page at the very top.



The screenshot shows the Florida State Parks Volunteer Portal. The browser address bar displays <http://volunteers.floridastateparks.org>. The navigation menu includes Home, Update Profile, Hours entry, Jobs, My Info, and Applications. The page features the Florida State Parks logo and the Florida Park Service logo. A welcome message reads: "Welcome back, JVK. Today is 02/15/2017 12:08PM. Sign Out".

Welcome to the Volunteer Portal!

Now that you have signed in you can do various things:


- Visit **HOURS ENTRY** to enter your volunteer hours served.
- View your information such as hours, certifications, agreements, etc. in **MY INFO**.
- Complete trainings and your volunteer agreement at **TRAININGS & AGREEMENTS**.
- Update your address, phone number and emergency contact info at **UPDATE PROFILE**.

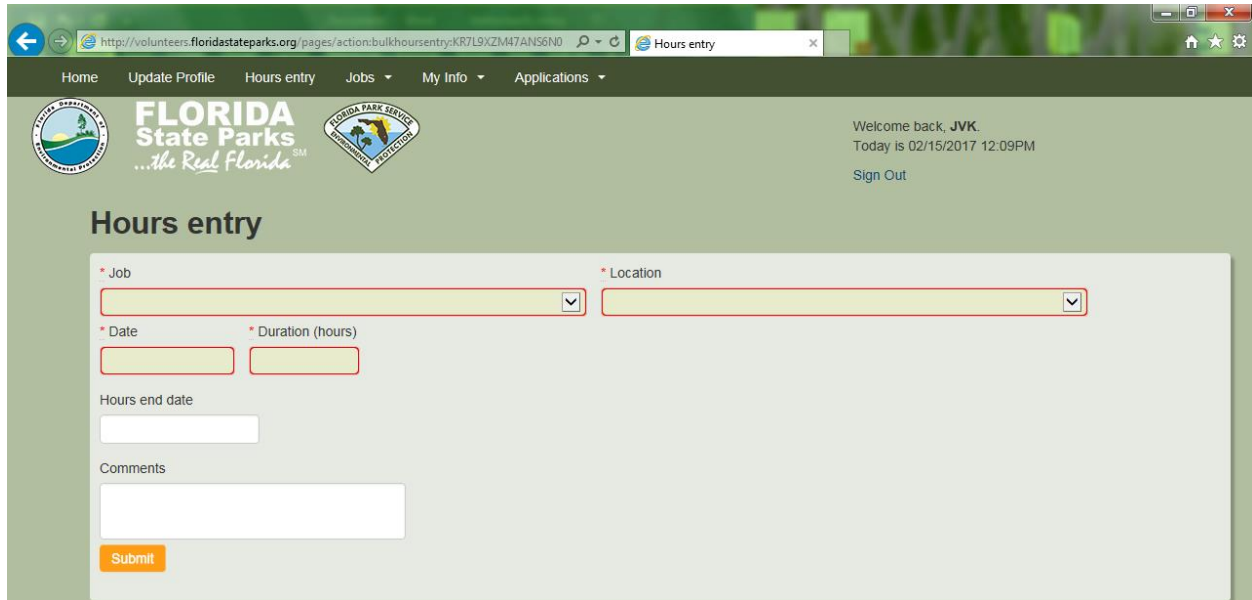
For additional assistance please contact your volunteer coordinator.
Thank you for your support of our Florida State Parks!

My Calendar Month
February 2017 This Month

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2 Groundhog Day	3	4
5	6	7	8	9	10	11

Once you click on HOURS ENTRY it will take you to the next page (see below).

6. Among the drop-down menus (left click once  to access and scroll down the menus that appear), you must enter “Job”, “Date”, “Duration (Hours)” and “Location” (encircled in red). “Hours end date” is not required unless you want to clarify between which dates your bulk hours were entered for. “Comments” are also optional, but highly recommended, to make it easier for the volunteer coordinator to make any needed adjustments. For instance, you add the comment “Bulk hours” and information on what you did “Trail trimming” or “OTC preparations” etc.

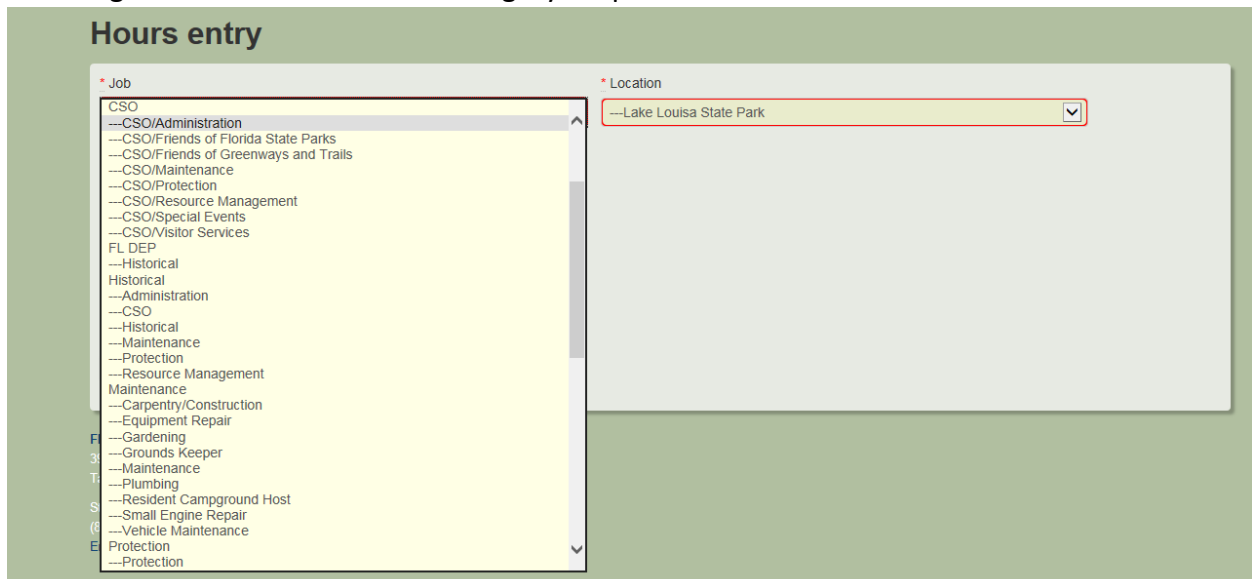


The screenshot shows the 'Hours entry' form on the Florida State Parks website. The form has the following fields:

- Job:** A dropdown menu, circled in red.
- Location:** A dropdown menu, circled in red.
- Date:** A text input field.
- Duration (hours):** A text input field.
- Hours end date:** A text input field.
- Comments:** A large text area.
- Submit:** An orange button at the bottom left.

For those who are CSO members, you may have to separate your volunteered time. If the volunteer occasion is set up by and for the CSO, make sure it mentions CSO in the Job category. An example of that is a CSO member attending a CSO board meeting – that would be entered under CSO/Administration as a job category. Another example is the OTC – that would be CSO/Special Events. Public outreach events put on by or for the CSO, where you interact with current or potential future visitors, would be CSO/Visitor Services. If you are a CSO member but here to volunteer with a task set up by the park, then make sure it is under one of the other categories that is not mentioning the CSO. One example of that is if you trim the trail for the park. That can fall under Maintenance/Grounds keeper (not CSO/Maintenance nor CSO/Resource Management).

See image below of what the Job Category drop down menu will look like.



The screenshot shows the 'Hours entry' form with the Job dropdown menu expanded. The menu lists the following categories:

- CSO
- CSO/Administration
- CSO/Friends of Florida State Parks
- CSO/Friends of Greenways and Trails
- CSO/Maintenance
- CSO/Protection
- CSO/Resource Management
- CSO/Special Events
- CSO/Visitor Services
- FL DEP
- Historical
- Historical
- Administration
- CSO
- Historical
- Maintenance
- Protection
- Resource Management
- Maintenance
- Carpentry/Construction
- Equipment Repair
- Gardening
- Grounds Keeper
- Maintenance
- Plumbing
- Resident Campground Host
- Small Engine Repair
- Vehicle Maintenance
- Protection
- Protection

The Location dropdown is set to "Lake Louisa State Park".

7. When entering the date, you can choose to enter the hours on the actual date it was done or in a bulk.

When you “bulk” the hours, you add up the hours within the same “Job category” during that one month.

When entering bulk hours, it is important to pick the first day of that month as the “Date”. Reason for that is the system will count hours as they are on a clock. If you enter anything over 24 hours, the additional hours will go into the next day. If you entered more than 24 hours on the last day of the month, it will automatically add some to the next month.

For example: You have done a total of 50 hours throughout January and you enter it as a bulk on the last day of January. Only 24 hours will be registered on January 31, another 24h will automatically be registered on February 1 and the remaining 2h on Feb. 2. If you instead enter 50h on January 1, it will all stay within January.

Whether you enter on the exact volunteered dates or in bulks is a personal preference. It is however easier to enter bulk sums and it is also easier for the volunteer coordinator to check and approve. It is, however, recommended to enter your hours on the Time Record Sheet every time you have volunteered throughout the month.

The screenshot shows a web browser window with the URL <http://volunteers.floridastateparks.org/pages/action:bulkhoursentry:KR7L9XZM47ANS6N0>. The page title is "Hours entry". The navigation menu includes Home, Update Profile, Hours entry, Jobs, My Info, and Applications. The Florida State Parks logo and the Florida Park Service logo are visible. The user is logged in as JVK, and the current date is 02/15/2017 12:09PM. The "Hours entry" form has the following fields:

- Job:** ---CSO/Administration
- Location:** ---Lake Louisa State Park
- Date:** |
- Duration (hours):** |

A calendar for February 2017 is displayed, showing the days of the week (Su, Mo, Tu, We, Th, Fr, Sa) and the dates (1-28). The date 15 is highlighted in yellow.

8. "Duration (hours)" - Enter your time as hours. Enter in no less than 15 minute (=0.25h =quarter of an hour) increments. When you enter your hours, please round it up to the closest quarter of an hour. If you volunteered 1 hour and 15 minutes, enter that as 1.25 as that would mean 1.25 hours. 1h and 30min = 1.5. 1h and 45 min = 1.75 etc.

Hours entry

* Job: ---CSO/Administration
* Location: ---Lake Louisa State Park
* Date: 02/07/2017
* Duration (hours): 1.25
Hours end date:
Comments: CSO meeting
Submit

It is always helpful if you fill out the comments part if it was bulk hours and what you worked on.

Example: Bulk hours. Nature Fest prep and event

9. Hit SUBMIT

10. Once you hit submit, this confirmation screen will appear.

Home Update Profile Hours entry Jobs My Info Applications

FLORIDA State Parks
the Real Florida

Welcome back JVK
Today is 02/15/2017 01:31PM
Sign Out

Hours entry

* Job: ---CSO/Administration
* Location: ---Lake Louisa State Park
* Date: 02/14/2017
* Duration (hours): 1.5
Hours and date:
Comments: CSO meeting
Submit

Your hours have been successfully posted.
OK

Florida Division of Recreation and Parks
1000 Couchman Blvd, Orlando, FL 32816
www.floridaparks.com

You can either hit OK or let it clear by itself. It will take you back to the Entry page where you can enter more hours.

If you realize you entered something incorrectly, you need to notify the volunteer coordinator, Jenny, that it needs to be altered.

Job Categories – The big 5

Within Florida Park Service (FPS), they have recognized five main work categories; Administration, Maintenance, Protection, Resource Management and Visitor Services. Because of that, and for practical reasons, our Volunteer Time Record sheet (that you can either print or maintain as an excel sheet) are not split in several sub categories. On the online volunteer profile, however, options for a more detailed description is available. These sub categories may change over time but the Big 5 will most likely stay the same. In the past few years, some work tasks may have changed category. In an attempt to help guide you through those options, a list of most pertinent Job Categories along with examples have been provided below.

1. Administration

Administration (Training, entering volunteer hours, park meetings)

Fundraising (Helping the park with grant writing, finding sponsors)

Technology (creating programs or software, installing computers)

2. Maintenance

Carpentry/Construction

Equipment Repair

Maintenance (painting, installing fences, picnic tables, repairs, pressure washing etc.)

Plumbing

Resident Campground Host

Small Engine Repair

Vehicle Maintenance

3. Resource Management

Beach Cleanup

Exotic Plant Species Removal

Field Maintenance (trail trimming, trail mowing)

Gardener (for non-CSO members working in the CSO funded gardens)

General Park Maintenance (litter/trash removal, road shoulder mowing, weed whacking, blowing off pavement, grills, cleaning restrooms etc.)

Housekeeping (cabin cleaning and laundry)

Resource Management (planting, prescribed burns, fire line preparation or an option if you feel uncertain of the subcategory, add description in comments instead)

4. Visitor Services

Children's Outreach (going to schools, educating visiting classes)

Citizen Support Organization (non-CSO member representing or informing the public about the CSO)

Interpreter/Living History (interpreting information on park history)

Nature Interpreter (interpreting information on animals and plants)

Ranger Station

Special Events (at any event in park or elsewhere, where you set up and tear down for an event and interact with the public)

Tour Guide/Interpreter

Tour Guides (driving tram, assisting the interpreter at larger groups)

Visitor Services (at any event in park or elsewhere, where you interact with the public and help with information about the park and its resources)

CSO (for CSO members when volunteering for CSO related and/or organized events)

1. **CSO/Administration** (CSO board meetings, secretarial, book keeping, fundraising)
2. **CSO/Maintenance** (cleaning/sorting storage areas, repairing special event items)
3. **CSO/Resource Management** (gardening, planting, trimming for CSO events)
4. **CSO/Special Events** (CSO 5K, Poochpalooza, Nature Fest, OTC etc.)
5. **CSO/Visitor Services** (public outreach, face to face interactions where you represent and inform people about the CSO and the Park, CSO speaker series)

Please contact your volunteer coordinator, Jenny Vogel Kehlenbeck, with any questions or concerns.



(352) 394-3969 Ranger Station



jenny.kehlenbeck@dep.state.fl.us