

- You can keep Volunteer Names on your Other Names list. This keeps them separated from Customers/Donors/Members. Go to the List command on the Menu Bar and pick Other Names List.
- You will need to add a Service Item Type to your Items List (if you want to track different types of volunteer time, such as Supervisor Time, add more Service Items). The Income account can be In Kind Contributions.

**TYPE**

Service Use for services you charge for or purchase, like specialized labor, consulting hours, or professional fees.

Item Name/Number  Subitem of

Volunteer Time

This service is used in assemblies or is performed by a subcontractor or partner

Description: Volunteer Time

Rate: 0.00

Account: 33600 · In Kind Contri...

Item is inactive

Buttons: OK, Cancel, Notes, Custom Fields, Spelling

- You can use the Weekly Time Sheet to enter the volunteer’s time.

Previous Next Print Edit Single Activity

### Timesheet

NAME: Volly, Anne WEEK OF: Mar 15 to Mar 21

CUSTOMER:JOB	SERVICE ITEM	NOTES	CLASS	M 15	TU 16	W 17	TH 18	F 19	SA 20	SU 21	TOTAL	BILLABLE?
	Volunteer Time		Outreach:Community Garden	2:00	2:00	2:00	2:00	2:00			10:00	<input type="checkbox"/>
Totals				2:00	2:00	2:00	2:00	2:00	0:00	0:00	10:00	

Wrap text in Notes field

Copy Last Sheet Save & Close Save & New Clear

- Finally, you can report on these hours in several ways. Click Reports/Jobs, Time & Mileage. The Job by Detail Report will allow you to add Class.

Customize Report Comment on Report Share Template Memorize Print ▼ E-mail ▼ Excel ▼ Hide Header Refresh

Dates This Month-to-date ▼ From 03/01/2021 To 03/18/2021

Show Filters

2:47 PM  
03/18/21

**Training - MT Conservation District**  
**Time by Job Detail**  
March 1 - 18, 2021

	Date	Name	Duration	Class
No job assigned				
Volunteer Time				
▶	03/01/2021	Volly, Anne	2:00	Outreach:Community Garden ◀
	03/02/2021	Volly, Anne	1:00	Outreach:Community Garden
	03/03/2021	Volly, Anne	1:00	Outreach:Community Garden
	03/04/2021	Volly, Anne	3:00	Outreach:Community Garden
	03/05/2021	Volly, Anne	0:00	Outreach:Community Garden
	03/06/2021	Volly, Anne	0:00	Outreach:Community Garden
	03/07/2021	Volly, Anne	0:00	Outreach:Community Garden
	03/15/2021	Volly, Anne	2:00	Outreach:Community Garden
	03/16/2021	Volly, Anne	2:00	Outreach:Community Garden
	03/17/2021	Volly, Anne	2:00	Outreach:Community Garden
	03/18/2021	Volly, Anne	2:00	Outreach:Community Garden
Total Volunteer Time			15:00	
Total No job assigned			15:00	
<b>TOTAL</b>			<b>15:00</b>	

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