

SVdP Tracking of Volunteer Miles and Hours in CharityTracker®

Each conference has a case file in CharityTracker® to use for tracking miles and hours. A suggested way to keep track of these two items is to have each volunteer track his/her own miles and hours between meetings and report when the conference meets. The conference President (or designee) would then only need to make entries periodically, both reducing errors and simplifying processes.

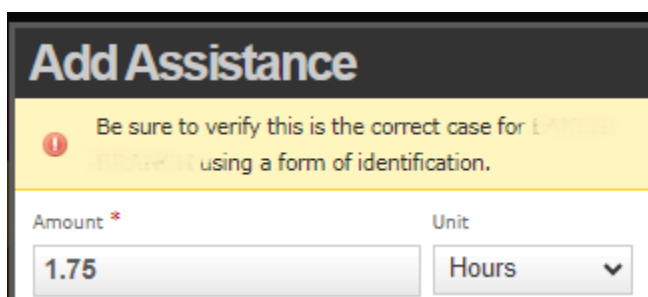
1. Search in CharityTracker for the first name “SVdP.”
2. Click on the case file that pops up with your conference’s name.
3. Click on the Assistance tab



4. Click “Add Assistance”



5. Enter the amount and select the appropriate unit from the dropdown list (hours or miles). Keep measurements of time in 15 minute segments. Since there is no “Minutes” unit in the dropdown list, time would be recorded as follows: 15 Minutes = .25 Hours, 30 Minutes = .50 Hours, 75 Minutes = 1.25 Hours and so on. Round off miles (i.e., 8, not 7.8 or 5, not 5.1).

A screenshot of the "Add Assistance" form. The title "Add Assistance" is in large, bold, blue letters at the top. Below the title is a yellow warning box with a red exclamation mark icon and the text: "Be sure to verify this is the correct case for [redacted] using a form of identification." Below the warning box are two input fields. The first field is labeled "Amount *" and contains the number "1.75". The second field is labeled "Unit" and is a dropdown menu with "Hours" selected and a downward arrow icon.

6. Choose the appropriate category

The screenshot shows a web form titled "Add Assistance". At the top, there is a yellow banner with a red exclamation mark icon and the text: "Be sure to verify this is the correct case for [redacted] using a form of identification." Below the banner, the form has two input fields: "Amount *" with the value "1.75" and "Unit" with a dropdown menu set to "Hours". Below these is a "Category" dropdown menu. The dropdown is open, showing a list of categories. The categories are: "Non-Visit Volunteer Time" (selected), "SVDP", "Appliances", "Bus Tokens", "Eldercare Visits" (with a blue arrow icon), "Follow-Up", "Gas Cards", "Home Visits" (with a blue arrow icon), "Hospital Visits" (with a blue arrow icon), "In-Kind Donation", "Medical", "Miles" (with a yellow arrow icon), "Miscellaneous", "Non-Visit Volunteer Time" (highlighted in blue), "Other In-Person Visits" (with a blue arrow icon), "Prison Visits" (with a blue arrow icon), "Rent", "Thrift Store Voucher: Bed", "Thrift Store Voucher: Clothing", "Thrift Store Voucher: Furniture", and "Utilities: Gas & Electric". At the bottom of the form, there are three buttons: "Add" (green plus icon), "Save & Add another" (green plus icon), and "Cancel" (red X icon).

- a. **Home Visits:** You met in their place of residence and were able to assess their needs visually.
- b. **Other In-Person Visits:** Phone calls, Zoom calls, or you met at a location other than their home.
- c. **Eldercare Visits:** You visited the home, nursing home, or assisted living residence of a shut-in who did not make a financial request.
- d. **Hospital Visits:** You visited someone in the hospital or rehabilitation center.
- e. **Prison Visits:** You made a visit to someone who is incarcerated.
- f. **Non-visit Volunteer Time:** Choose this category to record any time you spent in your service as a Vincentian that was not associated with any type of visit. This could include preparing meeting reports, recording information in CharityTracker®, attendance at conference meetings, etc. Do not include any time volunteering at the Food Pantry or Thrift Store, as they record and report your volunteer time separately.
- g. **Miles:** Miles driven for any St. Vincent de Paul related purpose. Remember to also select "Miles" for the Unit from the dropdown list.

7. Click Add



8. Repeat for each appropriate category.