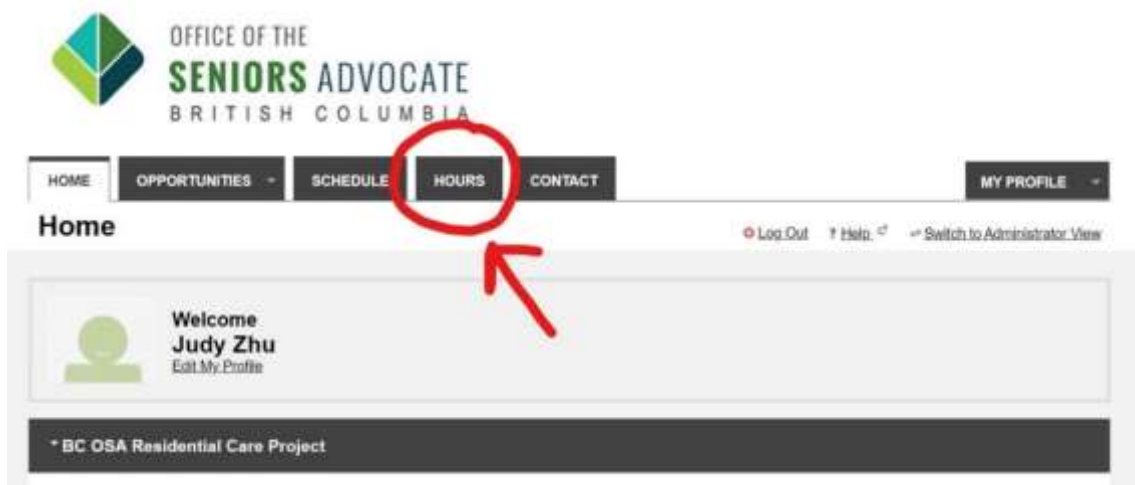




Logging Your Volunteer Hours

Once you have completed a volunteer shift, please remember to log your hours on Better Impact (MyVolunteer Homepage).

1. Log into My Volunteer Homepage (<https://app.betterimpact.com/Login>)
2. Navigate to the “Hours” Tab.

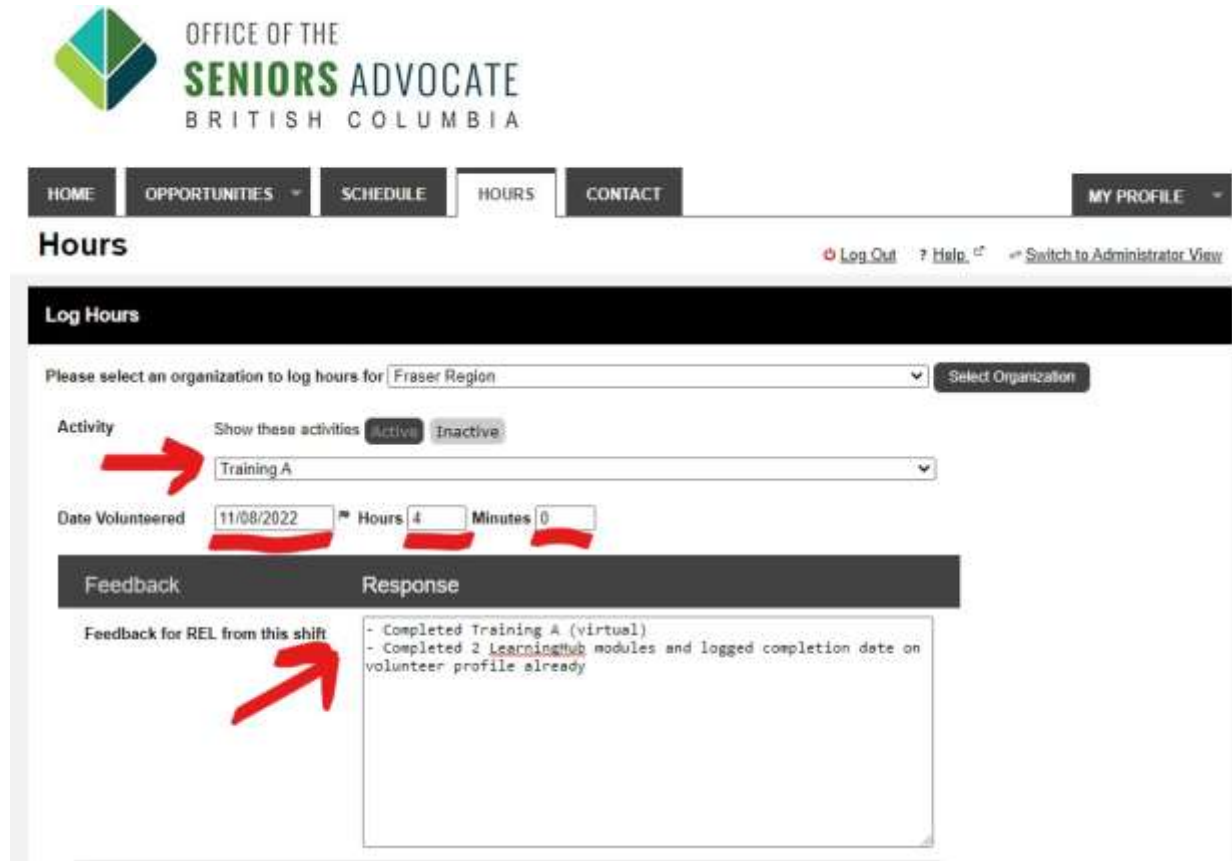


3. Click on the “Activity” drop down menu.



To Log Training Hours

1. Log 4 hours for each of Training A & Training B activity. The extra hour allocated per session is for the self-study components.



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BRITISH COLUMBIA

HOME OPPORTUNITIES SCHEDULE HOURS CONTACT MY PROFILE

Hours Log Out Help Switch to Administrator View

Log Hours

Please select an organization to log hours for Fraser Region Select Organization

Activity Show these activities Active Inactive
Training A

Date Volunteered 11/08/2022 Hours 4 Minutes 0

Feedback Response

Feedback for REL from this shift

- Completed Training A (virtual)
- Completed 2 LearningHub modules and logged completion date on volunteer profile already

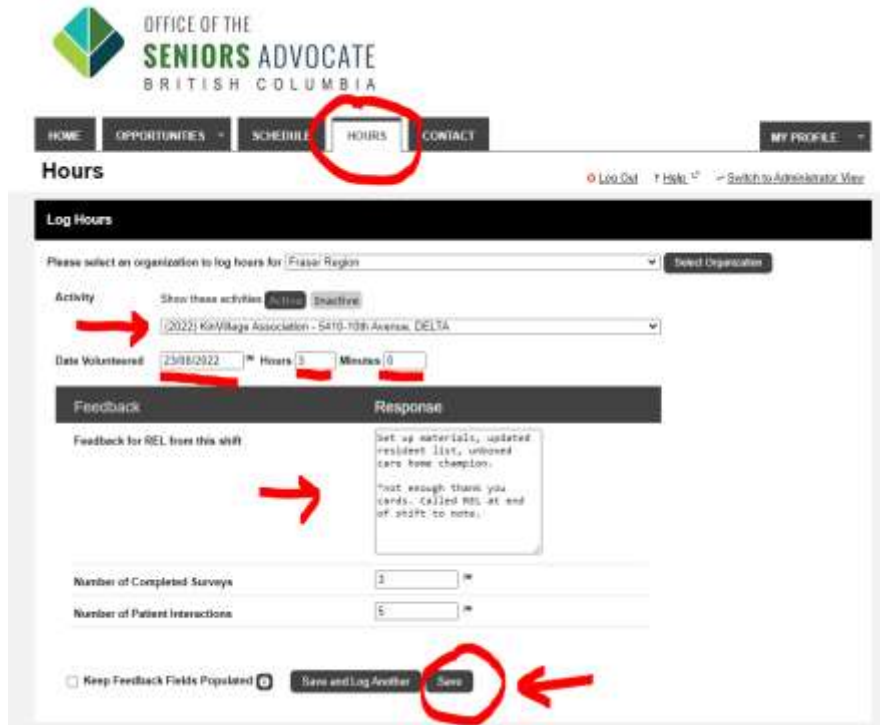
2. Press 'Save' at the bottom, and make sure to do the same thing for Training B.
3. You should be able to see your hours request pending for approval.

Most Recent Entries

ACTIVITY	HOURS	DATE VOLUNTEERED	DATE CREATED	STATUS	ACTIONS
Volunteer Training - Training B	4:00	11/08/2022	15/08/2022	Pending	View Delete
Volunteer Training - Training A	4:00	11/08/2022	15/08/2022	Pending	View Delete

Logging Volunteer Shift Hours Completed:

1. Select the Activity (The Care Home where you had your volunteer shift).
2. Fill in the following information:
 - Date of the shift
 - The total amount of hours you were at the care home for that shift. You may wish to detail the time in & out if you have specific prior scheduling arrangements with your REL.
 - Provide any feedback for your Regional Engagement Lead, if you wish. (*Please call your REL if you have any urgent concerns*).
 - The number of completed resident interviews
 - The number of residents approached



The screenshot shows the 'Log Hours' form with the following fields and elements:

- Navigation menu: HOME, OPPORTUNITIES, SCHEDULE, **HOURS**, CONTACT, MY PROFILE.
- Organization: Fraser Region (selected), Select Organization button.
- Activity: (2022) KoVillage Association - 5410-109 Avenue, DELTA (selected).
- Date Volunteered: 23/08/2022.
- Hours: 3, Minutes: 0.
- Feedback for REL from this shift: [Empty text area]
- Response: [Text area containing: "Set up materials, updated resident list, unboxed care home champion. Not enough thank you cards. Called REL at end of shift to note."] (highlighted with a red arrow).
- Number of Completed Surveys: 3.
- Number of Patient Interactions: 5.
- Keep Feedback Fields Populated: (checked).
- Buttons: Save and Log Another, **Save** (highlighted with a red circle and arrow).

3. Press "Save" at the bottom right-hand side.
4. You should be able to see your hours request pending for approval.
5. Sign up for your next opportunity to approach residents:
6. Go to the top of the page: Opportunities tab → Opportunities Calendar to select shifts available at care homes in your region