



## Volunteer Hours Worksheet

If you are planning to run a 'goods' giving event to support a local charity/school, use the quick worksheet below to calculate the hours you spent working on an event using the YouGiveGoods Giving Platform. Plus, you can volunteer additional in-person hours at the charity you are supporting in conjunction with the goods you raise online!

*Note: Be sure to check with your charity in terms of minimum/maximum hours allowed, timing to submit your volunteer hours, and eligibility of the 501(c)(3), school or religious organization that you are supporting.*

### YouGiveGoods Volunteer Hours Calculation

#### Volunteer Action Steps

#### Volunteer Hours

##### **Online Giving Event Set Up:**

**(average 3 hours)**

- Selecting/communication with charity – 30 min. \_\_\_\_\_
- Determining charity item needs - 30 min. \_\_\_\_\_
- Providing event images/content – 30 min. \_\_\_\_\_
- Determining teams included – 30 min. \_\_\_\_\_
- Engaging multiple sponsors – 1 hour \_\_\_\_\_

##### **Internal Event Communication (at launch, throughout event, post event): (average 1 hour)**

- Email marketing – 30 min. \_\_\_\_\_
- Distributing flyers – 30 min. \_\_\_\_\_

##### **External Event Communication (at launch, throughout event, post event): (average 2 hours)**

- Social media posts - 1 hour \_\_\_\_\_
- Press release(s) – 1 hour \_\_\_\_\_

##### **Event Reporting:**

**(average 1 hour)**

- Event metrics (impact summary) – 1 hour \_\_\_\_\_

##### **Post event recognition:**

**(average 1 hour)**

- Thank you emails – 30 min. \_\_\_\_\_
- Social media posts - 30 min. \_\_\_\_\_

##### **In-Person Events:**

**(average 5 hours)**

- Planning packing/sorting event – 1 hour \_\_\_\_\_
- Executing packing/sorting event – 2 hours \_\_\_\_\_
- Delivering goods to charity/school – 1 hour \_\_\_\_\_
- Attending event at charity/school – 1 hour \_\_\_\_\_

**TOTAL YOUNGIVEGOODS VOLUNTEER HOURS:** \_\_\_\_\_ hours

**Name of Event Starter/Volunteer:** \_\_\_\_\_

**Name of 501(c)(3) organization you are supporting:** \_\_\_\_\_

**Title of the online event:** \_\_\_\_\_

**Dates you ran this event:** \_\_\_\_\_ through \_\_\_\_\_

**Approval signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**(YouGiveGoods or Charity representative)**