

Dollars for Doers Program

YouGiveGoods Volunteer Hours Worksheet

If your company offers a Dollars for Doers Program, use the quick worksheet below to calculate the hours you spent working on an event using the YouGiveGoods Giving Platform. Plus, you can work additional in-person hours at the charity you are supporting in conjunction with the goods you raise online. A Dollar for Doers policy can be a great addition to your community outreach by providing the much needed cash match to the hours you spend running a YouGiveGoods event!

Note: Be sure to check with your company's Dollar For Doers Program details in terms of minimum/maximum hours allowed, the hours to dollar match, timing to submit your 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:

Selecting/vetting charity to support - 30 min.	_____
Determining charity item needs - 30 min.	_____
Providing event images/content - 1 hour	_____
Determining teams/offices included - 1-2 hours	_____
Engaging multiple business sponsors - 1-3 hours	_____
Matching gifts program integration - 1 hour	_____
Request Custom check-out payment set up - 30 min.	_____

Internal Event Communication (at launch, throughout event, post event):

Email marketing – 2 hours	_____
Corporate newsletter – 1 hour	_____
Corporate intranet posts - 1-2 hours	_____

External Event Communication (at launch, throughout event, post event):

Social media posts - 1 hour	_____
Press release(s) – 1-3 hours	_____

Event Reporting:

Event metrics (volume, participation) – 1 hour	_____
Donor reports – 1 hour	_____
Matching gifts reminders - 1 hour	_____

Post event employee recognition:

Thank you emails – 1 hour _____
Corporate newsletter post – 1 hour _____
Corporate intranet post – 1 hour _____

In-Person Events:

Planning packing/sorting event - 1-2 hours _____
Executing packing/sorting event - 3 hours _____
Delivering goods to charity/school – 1-2 hours _____
Attending event at charity/school – 1-2 hours _____

TOTAL YOUNGIVEGOODS VOLUNTEER HOURS: _____ hours

Name of 501(c)(3) organization you are supporting: _____

Email this completed form for approval of the hours submitted to the person/department at your company that is responsible for your matching gifts program.