Minnesota Landscape Arboretum Policies & Procedures for Recording Volunteer Hours

Accurate and timely reporting of hours is the only way to ensure you remain an “active” volunteer in our database. Reporting your volunteer service means you will continue to receive volunteer related mailings & communications as well as any volunteer vouchers and rewards you may have earned. We encourage you to take responsibility of recording your own volunteer time (unless you have a pre-set arrangement with a staff supervisor who will record the hours on your behalf).

Where to Record your Volunteer Hours:
- Enter your hours on the Volunteer Hours Computer located in Volunteer Center (Snyder Building) or
- Enter your hours on any available staff computer on Arboretum Property (staff can pull up the time entry form)

When & How to Record Volunteer Hours:
- Please make an effort to log your hours each time you volunteer, or on some regular schedule so we have the most up to date records
- The entry you make should correspond with a specific date and volunteer area (no entering of lump sums of hours annually)
- Volunteers may enter post-dated volunteer time when they forget or are unable to enter their hours on the date of service.
- Click on the “Look up Hours” tab if you would like to verify your hours of service for the current or past fiscal year.
- To report errors, discrepancies, or for assistance in logging hours, please contact the Volunteer Center at 612-301-1203 or arbvol@umn.edu

Recordkeeping:
- Volunteer hours will be tallied on an annual basis, July 1-June 30 every year.
- Vouchers will be mailed annually at the end of each fiscal year (mailing typically sent in late July in year)
- Volunteer Manager will remind volunteers of deadlines for recording hours.

Things to Note:
If you do not log your hours on a regular basis or you are somehow keeping your own records (paper time sheets), it will now be the responsibility of that volunteer to make sure those hours get recorded. In an effort to reduce and eliminate the need for paper timesheets, the Volunteer Manager asks that you please plan to take your time sheet to the Volunteer Center or any other available Arboretum computer and log the hours on the electronic time sheet entry form. The Volunteer Center will no longer be accepting paper time sheets.