

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.

Where to Record your Volunteer Hours:

All volunteers can log their hours through their MyImpact profile. MyImpact can be accessed from myimpactpage.com or arbvoll.umn.edu (Log in to My Profile from dropdown menu)

- Home computer
- Laptop
- Smartphone or Tablet (download the app)
- Computer in the Volunteer Center

When & How to Record Volunteer Hours:

- It's best to record hours regularly for accuracy.
- Entries should correspond with a specific date and volunteer area (do not enter lump sums annually)
- Volunteers may enter post-dated volunteer time, but cannot log hours in the future.
- Within 24 hour after entering hours, volunteers can delete or edit their own hours
- After 24 hours have passed, report any errors, discrepancies, or for assistance in logging hours, please contact the Volunteer Center at 612 301-1203 or arbvoll@umn.edu

Recordkeeping:

- Volunteer hours will be tallied on an annual basis, July 1st to June 30th every year.
- Vouchers will be mailed annually at the end of each fiscal year (mailing typically goes out in August)
- Volunteer Manager will remind volunteers of annual deadline

Please Note:

The Volunteer Center will no longer be accepting paper time sheets in an effort to reduce waste.