

## Instructions for the Monthly Reporting Form 40 DAV Transportation Network Hours

**NOTE: No changes are to be made to the format of the any of the worksheets within this Monthly Reporting workbook.  
Changes to the format will result in the failure of data being uploaded into the system.**

Once a volunteer has been added to the reporting form, there is no need to remove them. If the volunteer has not submitted hours for the current month, please indicate that with a 0 in the Hours, Miles and Veterans Transported columns. New volunteers can be added to the bottom of the current listing.

Please use the instructions below to complete the Monthly Timesheet worksheet, which is the first tab of this workbook.

All completed reporting form should be emailed to [VAVS@dav.org](mailto:VAVS@dav.org). Please have the prior months report submitted by the 5th of each month. For Example: The January Hours should be reported no later than February 5th.

Column Name	Required	Instructions	Why Required
First Name	Yes	Please enter the first name of the volunteer.	The name is required for every volunteer for whom hours are reported. This is an essential field, because without a name we are not able to properly credit the volunteer for their hours. If this field is blank, it will result in the failure of data being uploaded into the system.
Middle Name	No	Please enter the middle name, or middle initial of the volunteer.	This information is not required, but is helpful in determining if the proper volunteer is receiving credit for the hours.
Last Name	Yes	Please enter the last name of the volunteer.	The name is required for every volunteer for whom hours are reported. This is an essential field, because without a name we are not able to properly credit the volunteer for their hours. If this field is blank, it will result in the failure of data being uploaded into the system.
Address Line 1	Yes	Please enter the street address, or PO Box, for the volunteer.	The address is now required for every volunteer for whom hours are reported. This is an essential field, because without it we are not able to properly credit the volunteer for their hours. If this field is blank, it will result in the failure of data being uploaded into the system.
City	Yes	Please enter the city that corresponds with the address line 1 field.	The address is now required for every volunteer for whom hours are reported. This is an essential field, because without it we are not able to properly credit the volunteer for their hours.
State	Yes	Please enter the state that corresponds with the address line 1 field.	The address is now required for every volunteer for whom hours are reported. This is an essential field, because without it we are not able to properly credit the volunteer for their hours. If this field is blank, it will result in the failure of data being uploaded into the system.
Zip	Yes	Please enter the zip code that corresponds with the address line 1 field. Please only enter the first 5 digits, not the plus four used by the USPS.	The address is now required for every volunteer for whom hours are reported. This is an essential field, because without it we are not able to properly credit the volunteer for their hours.
Email	No	Please enter the volunteer's mail address.	This information is not required, but is helpful in determining if the proper volunteer is receiving credit for the hours. This is especially helpful if there is more than one volunteer with the same name residing at the same location.
Phone	No	Please enter the volunteer's preferred phone number.	This information is not required, but is helpful in determining if the proper volunteer is receiving credit for the hours. This is especially helpful if there is more than one volunteer with the same name residing at the same location.
Date of Birth	No	Please enter the volunteer's date of birth.	This information is not required, but is helpful in determining if the proper volunteer is receiving credit for the hours. This is especially helpful if there is more than one volunteer with the same name residing at the same location.
Location	Yes	This is the Facility ID number. If you report hours for more than one facility, you can use the same spreadsheet, just be sure to change the location field as appropriate. A complete listing of location codes is located on the Location Codes worksheet.	The location is required because without this critical information, the hours will not be reported to the correct facility. If this field is blank, it will result in the failure of data being uploaded into the system.

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Column Name	Required	Instructions	Why Required
Date Volunteered	Yes	<p>If you are reporting for a facility that reports the individual's volunteer hours as a bulk total for the month this will be the ending date for the month in which the hours were volunteered. Ex. If the volunteer helped each Friday in January for 5 hours, their 25 hours would be reported with a date volunteered of 1/31/2020.</p> <p>If you are reporting for a facility that reports the individual's volunteer hours as a break out by day volunteered will be the actual date volunteered for each entry. Ex. If the volunteer helped each Friday in January for 5 hours, you would report this as a separate line for each day volunteered. 5 hours on 1/3/2020, 5 hours on 1/10/2020, 5 hours on 1/17/2020, 5 hours on 1/24/2020 and 5 hours on 1/31/2020.</p>	The date volunteered is required because without this critical information the hours will not be reported in the correct month and/or year. If this field is blank, it will result in the failure of data being uploaded into the system.
Job Description	Yes	<p>Please choose the appropriate type of hour from the drop down provided. A brief description of the various types is provided below:</p> <p>DAV Transportation - These are any hours volunteered in a driver capacity that are being credited to the DAV, or the DAV Auxiliary.</p> <p>Non-DAV Transportation - These are any hours volunteered in a driver capacity that are being credited to any organization <b>other than</b> the DAV, or the DAV Auxiliary.</p> <p>Hospital Service Coordinator - These are any hours worked by an official DAV Hospital Service Coordinator (HSC). These hours should be reported whether the HSC is working in a paid, or non-paid position.</p> <p>Transportation: Non-Driver - These are any hours volunteered helping the DAV Transportation Network in a non-driver capacity that are being credited to the DAV, or the DAV Auxiliary. This would include any office hours volunteered by someone who is not performing in an official HSC capacity.</p>	The job description is required because without this critical information, the hours will not be reported as the correct type. If this field is blank, it will result in the failure of data being uploaded into the system.
Hours	Yes	This is the number of hours the volunteer should receive credit for on any given day, or as a monthly total.	The hours are required because without this critical information we are not able to determine how many hours are being utilized for the Transportation Network at a given location. DAV Voluntary Services uses this date to determine the need for new vehicles, and to determine which facilities will be chosen to receive the Convention vehicle donations. If these hours are not reported it could result in a delay in receiving new DAV Transportation Network vehicles. If this field is blank, it will result in the failure of data being uploaded into the system.

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Column Name	Required	Instructions	Why Required
Miles	Yes	This is the number of miles driven by the volunteer on any given day, or as a monthly total.	The miles are required because without this critical information we are not able to determine how many miles are being driven at a given location. DAV Voluntary Services uses this date to determine the need for new vehicles, and to determine which facilities will be chosen to receive the Convention vehicle donations. If these miles are not reported it could result in a delay in receiving new DAV Transportation Network vehicles. If this field is blank, it will result in the failure of data being uploaded into the system.
Veterans Transported	Yes	This is the number of veterans transported by the volunteer on any given day, or as a monthly total.	The veterans transported are required because without this critical information we are not able to determine how many veterans are being transported at a given location. DAV Voluntary Services uses this date to determine the need for new vehicles, and to determine which facilities will be chosen to receive the Convention vehicle donations. If the veterans transported are not reported it could result in a delay in receiving new DAV Transportation Network vehicles. Also, if these hours are not reported we are unable to credit and thank our many dedicated volunteers. If this field is blank, it will result in the failure of data being uploaded into the system.