Annual Volunteer Activity Report Frequently Asked Questions (FAQs) and Tips

Q1. How do I log into the Volunteer Activity Report (VAR)?

    A. *Go to the DOEA internet home page and click "Volunteer Opportunities" or go to* http://elderaffairs.state.fl.us/doea/volunteers.php.
    Click Annual Volunteer Activity Report.
    Enter your user name and password.

Q2. How do I obtain a user name and password?

    A. *A username and password is generated upon request from your supervisor. If you do not have a Single Sign-On (SSO) account, your supervisor will need to request that one be created by your LAN Administrator.*

    The LAN administrator will set-up an SSO account first. Next, a DOEA help ticket will be created to grant access to the VAR program.

    The username remains active until a request to disable is received.

Q3. I have an SSO account. How do I obtain access to the VAR?

    A. *If you presently have a SSO, your supervisor will need to submit a request for access. The LAN administrator will need to create a DOEA help-ticket to grant you access to the VAR. The ticket should include the SSO username.*

Q4. Who is my LAN administrator?

    A. *All Planning and Service Areas (PSAs) have a LAN Administrator to assist you. Contact your local Area Agency on Aging (AAA) for this information.*

Q5. How does double-counting of volunteers occur?

    A. *Double-counting can occur when the same volunteer is counted in multiple categories. The categories are direct, indirect, or episodic.*

Q6. How can I prevent double counting of my volunteers?

    A. *You can prevent double-counting by following these instructions:*
    Count each volunteer only once in the report month, even if he/she provided more than one kind of volunteer service or activity. Review the work performed by the volunteer. Select only one category (direct, indirect, or episodic) that best describes the work of your volunteer. If the individual was counted as a direct volunteer, but also performed an episodic volunteer activity, he/she cannot be included in the count for both categories.

Q7. I use an internal spreadsheet to record volunteer data. Is this acceptable?

    A. *Yes. You may use your own spreadsheet for tracking your volunteer information.*
    Note: It is recommended that documentation is maintained to support the data entered in the VAR.

Q8. Which category would I use for a volunteer who performed a direct or indirect service only once in a report month and/or year?

    A. *Volunteers who prefer to participate in a one-time event for a limited time rather than long-term volunteering opportunities are considered episodic volunteers.*
    Note: Count everyone who volunteers for your program, including students volunteering for a class requirement, groups for community service projects, and other organizations.

Q9. Will the VAR calculate the amounts when data is entered monthly?

    A. *No. The volunteer statistics for number of volunteers, hours, and services are not calculated automatically by the system for you.*
    Note: Monthly tracking and calculation of your volunteer statistics are recommended and essential for your annual report data.

Q10. Do I report on all the service fields in the VAR?

    A. *No. You only need to report the data for those services applicable to the activities performed by your volunteers.*

Q11. What if the data is inadvertently entered incorrectly?

    A. *Once an error is discovered after submission, go back and correct the incorrect data, and resubmit. Please review the submission deadline information in number 12.*

Q12. What is the deadline for entering the data?

    A. *The data collection period is January 1 – December 31 each calendar year. The deadline for entering the data is January 15, following the end of the data collection year.*

Q13. Who will use the data that is reported?

    A. *The Department of Elder Affairs reviews and uses the data. This information can also be used to better support your efforts. Most importantly, it is a record for you of the work your volunteers accomplish during the year. The information can be shared with staff, used in presentations, and shared with local community entities and potential volunteers.*