How to Enter Volunteer Data in OMBIL

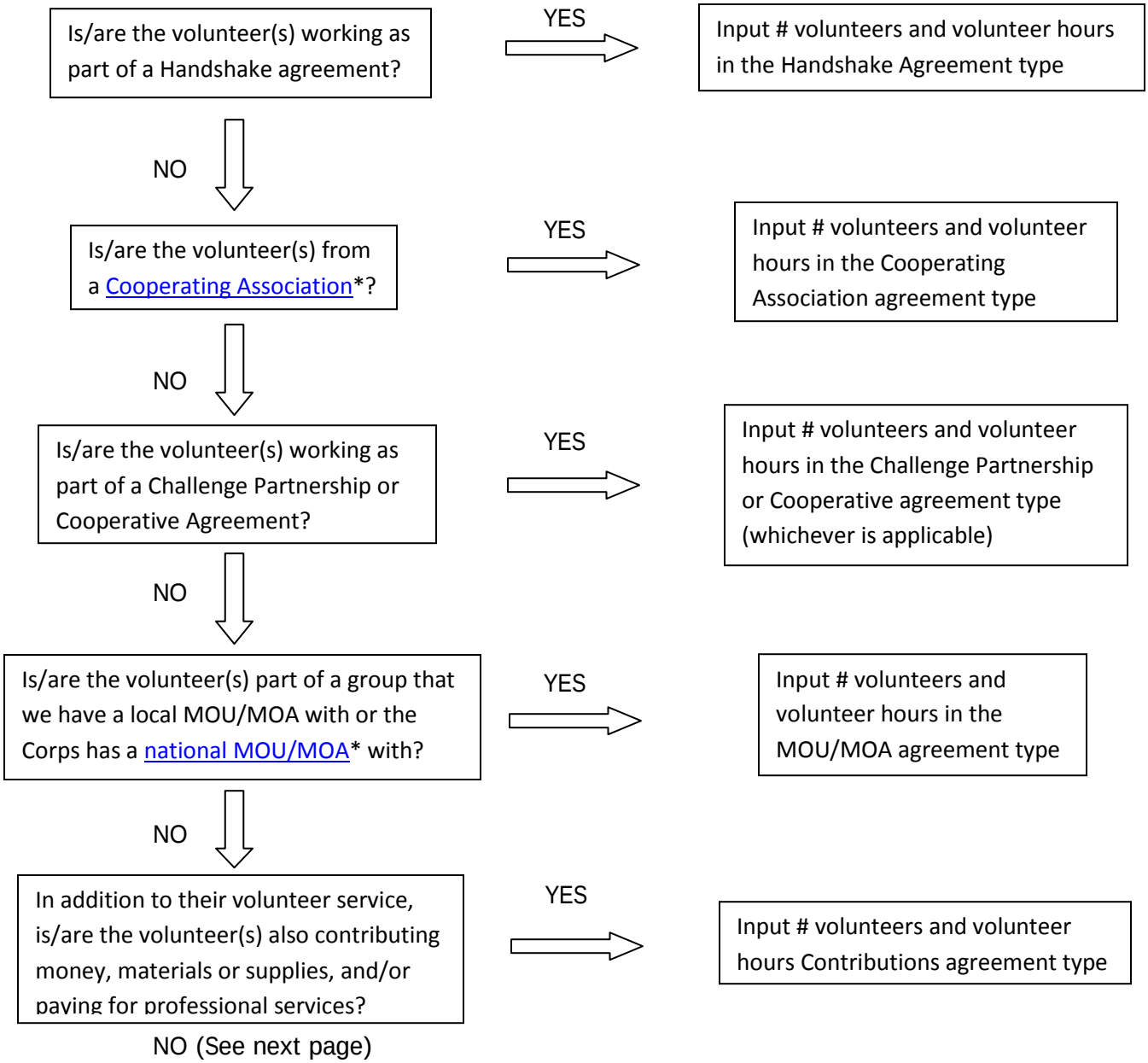
Step 1. Recreation Annual Update- Annual Project Data Update

Enter ALL volunteer hours in this section of OMBIL. This is where you will capture the total number of volunteers, total hours of volunteer service (which will auto-calculate the total value of the service), and total incidental expenses reimbursed to all volunteers for the FY.

Step 2. Recreation Annual Update- Partnership Update

In addition to gathering information about the overall number of volunteers, hours, and value, we are also trying to capture more detailed data about volunteers that are part of a partnership. Some volunteers such as camp hosts, gate attendants, and other individuals that volunteer may only be counted in the Annual Project Data Update. Other volunteers that are part of a group which falls under a partnership agreement, should also have their hours counted in the Partnership Update.

Please use the flow chart below to determine whether to count a particular individual volunteer's or group of volunteers' hours in the Partnership Update section of OMBIL.



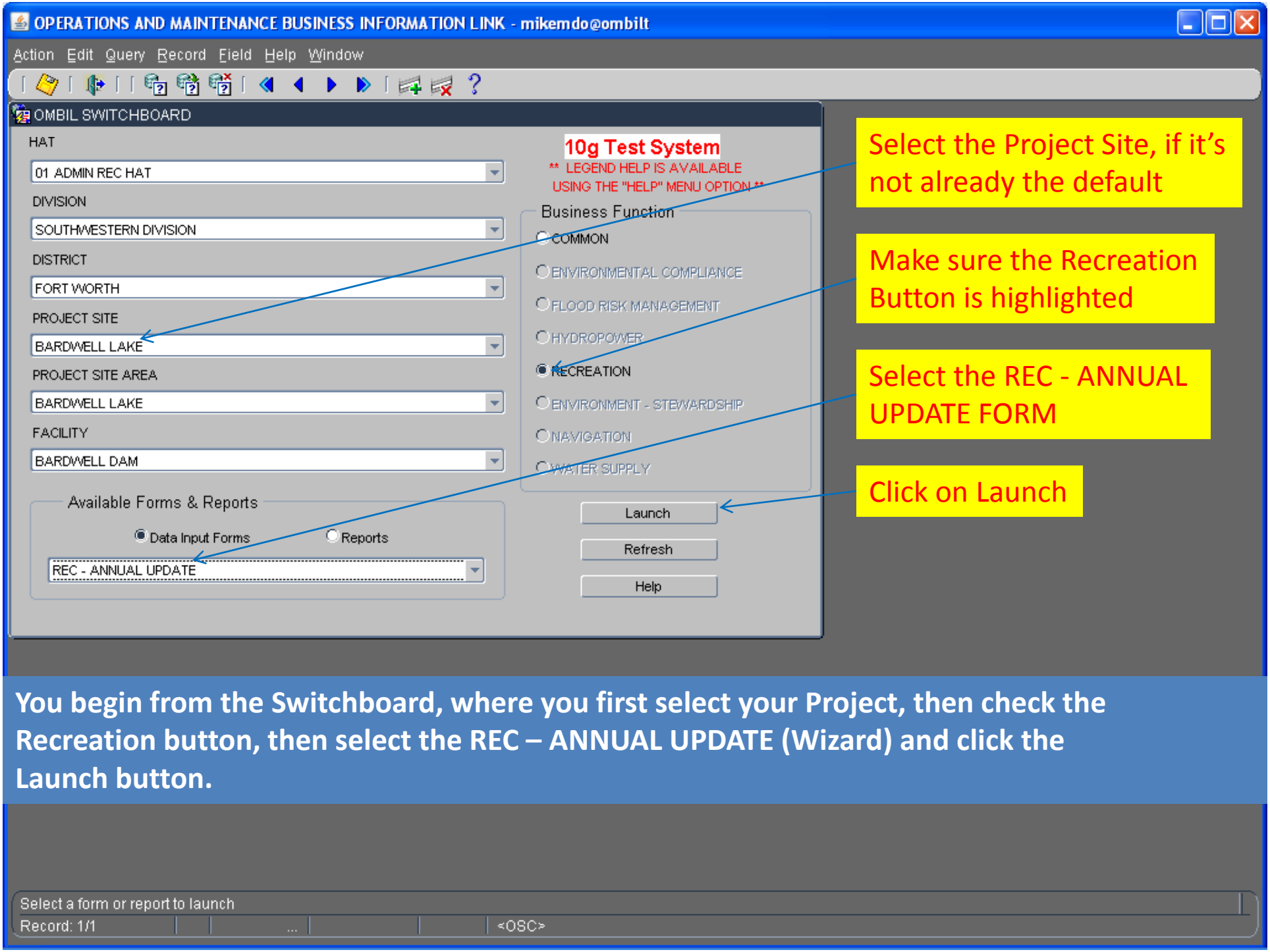
If you answer No to all of the questions above, the data for these volunteers will ONLY be input in the Annual Project Data Update section of OMBIL. If you answer Yes to any of the questions above, input the data into the first category with a Yes answer starting from the top down. Some volunteers may fit into multiple categories, but you should input the data in the first applicable category encountered in the flow chart.

Example 1: A volunteer group from IMBA (International Mountain Biking Association) may provide service to the Corps as part of a Challenge Partnerships Agreement, but they are also part of a national MOU. Because the Challenge Partnership agreement is an agreement for a limited, specific period of time and project, the volunteer hours for the particular project in the agreement should be input in the Challenge Partnership category instead of the MOU. If IMBA also volunteers hours not related to the Challenge Partnership Agreement, those additional hours would be input separately in the MOU category.

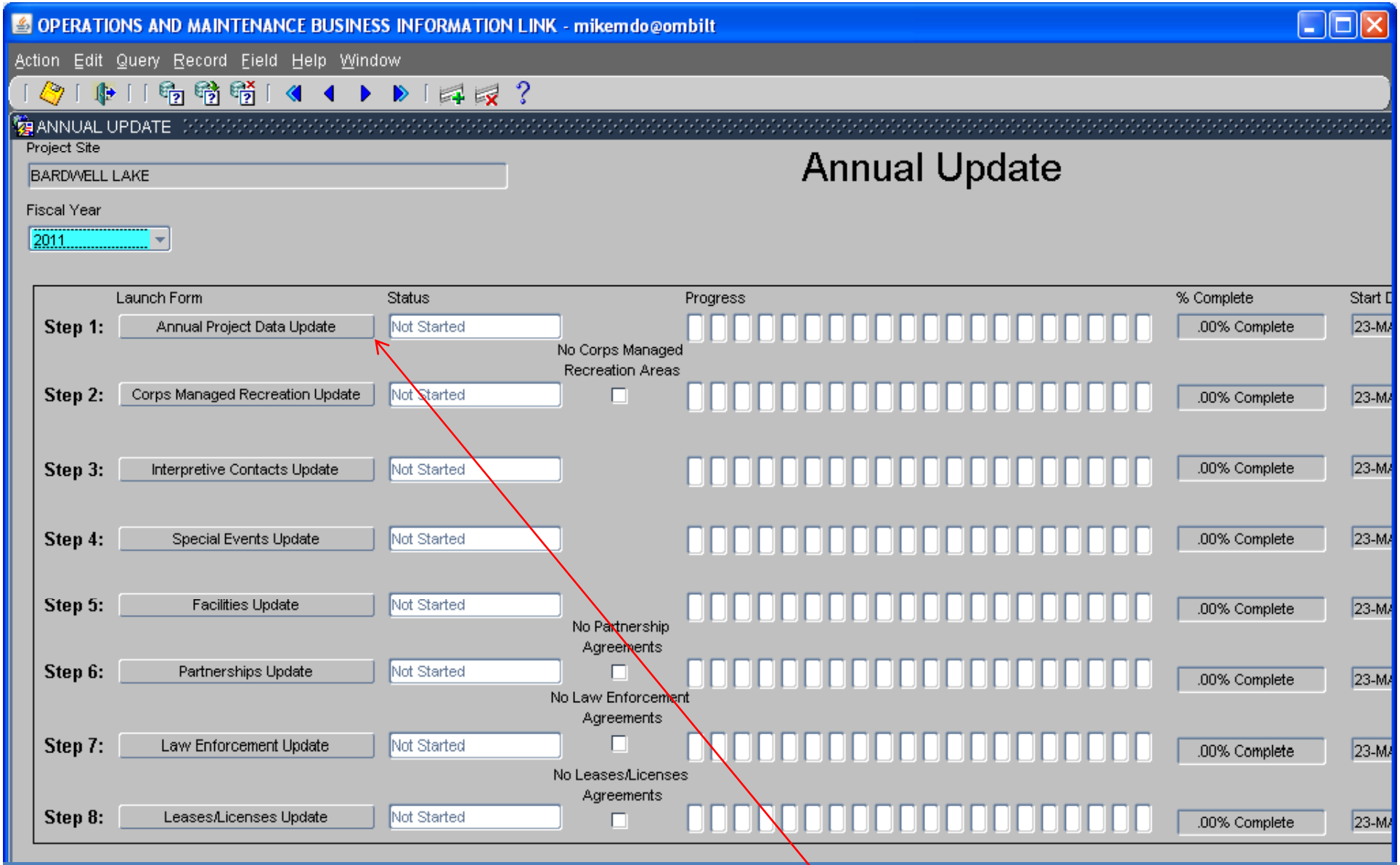
Example 2: Volunteers from a Cooperating Association, such as the Friends of Raystown Lake provide services for a project that is part of a Handshake Agreement. These hours should be input in the Handshake category instead of the Cooperating Association category, because the Handshake agreement is for a specific project. Additional hours volunteered by Association members such as working in a bookstore, creating interpretive materials, or managing a campground should be captured in the Cooperating Association category if they are not specifically associated with the Handshake project.

Note: Although all Cooperating Associations set up their relationship with the Corps through a Cooperative Agreement, for the purposes of OMBIL, hours donated by members of a Cooperating Association should be input in the Cooperating Association category (or Handshake/Challenge Partnership if applicable to a specific project), not in the Cooperative Agreement category.

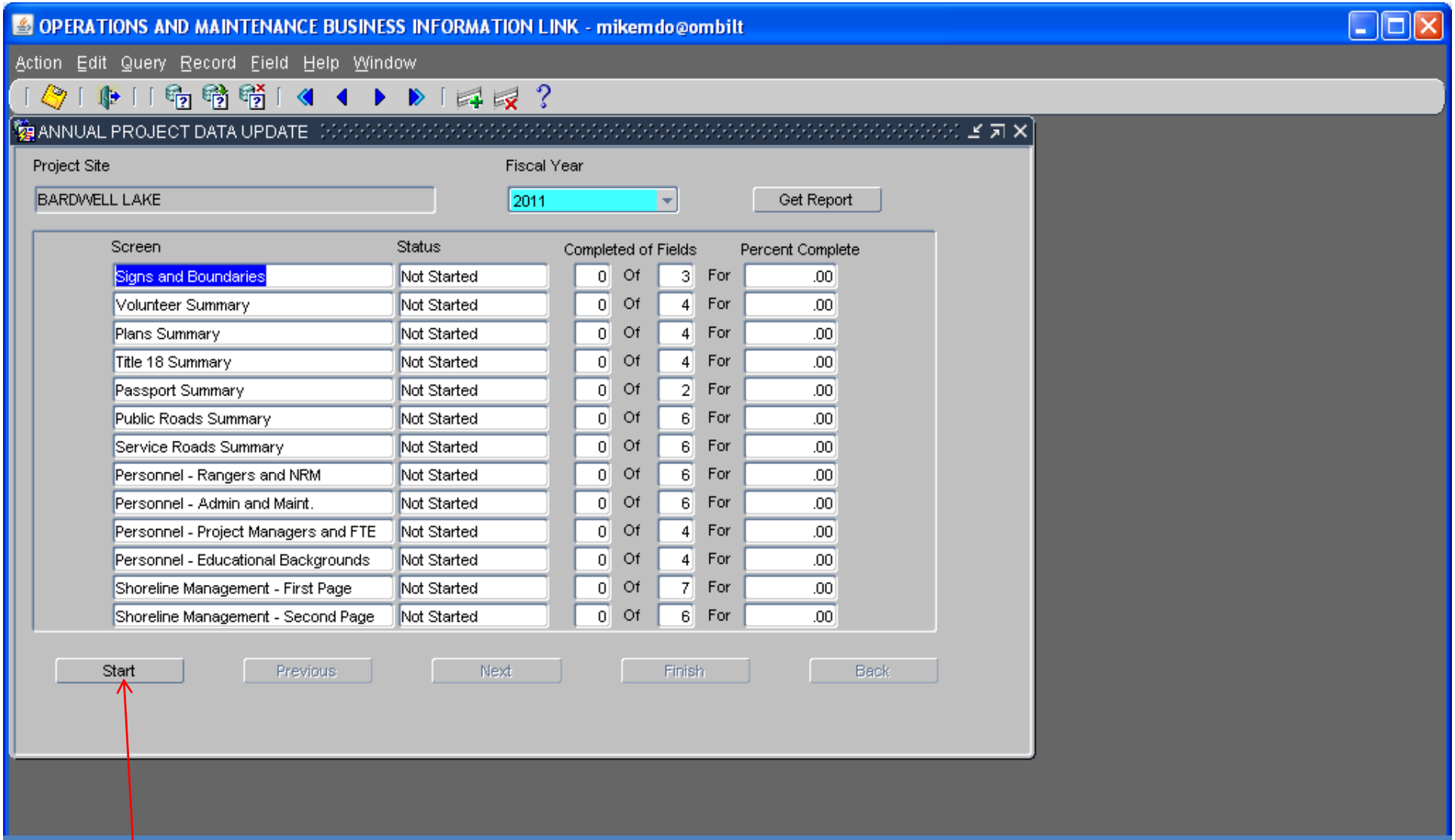
*See NRM Gateway MOU/MOU page for list of national organizations with MOU/MOA and NRM Gateway Cooperating Association page for list of associations in OMBIL. There is a pick-list of cooperating associations already in OMBIL. If you have a new cooperating association that is not on the list, please contact Heather Burke the get it added to the system.



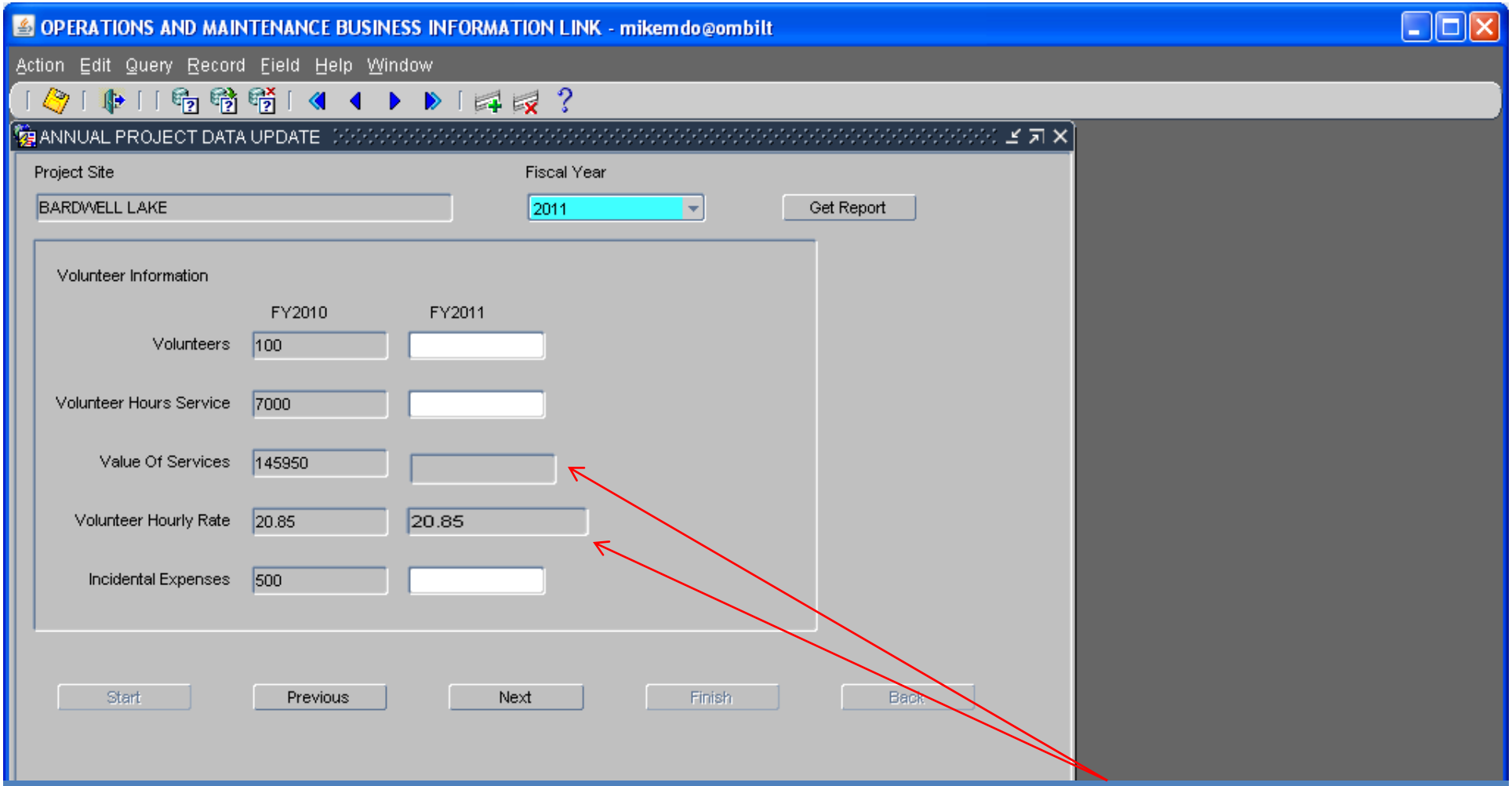
You begin from the Switchboard, where you first select your Project, then check the Recreation button, then select the REC – ANNUAL UPDATE (Wizard) and click the Launch button.



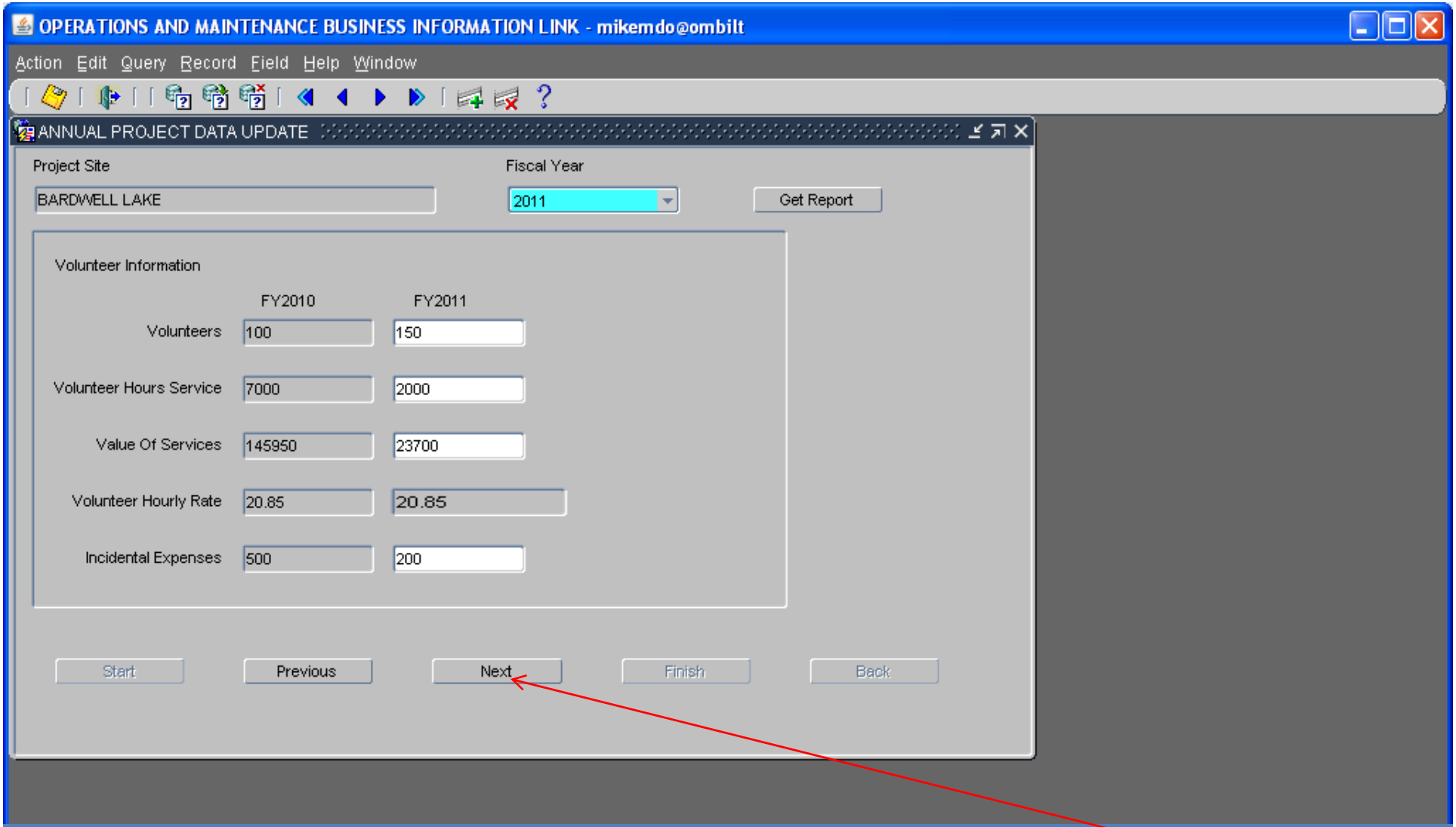
From the Overarching Wizard, click on the Annual Project Data Update button to begin the update process.



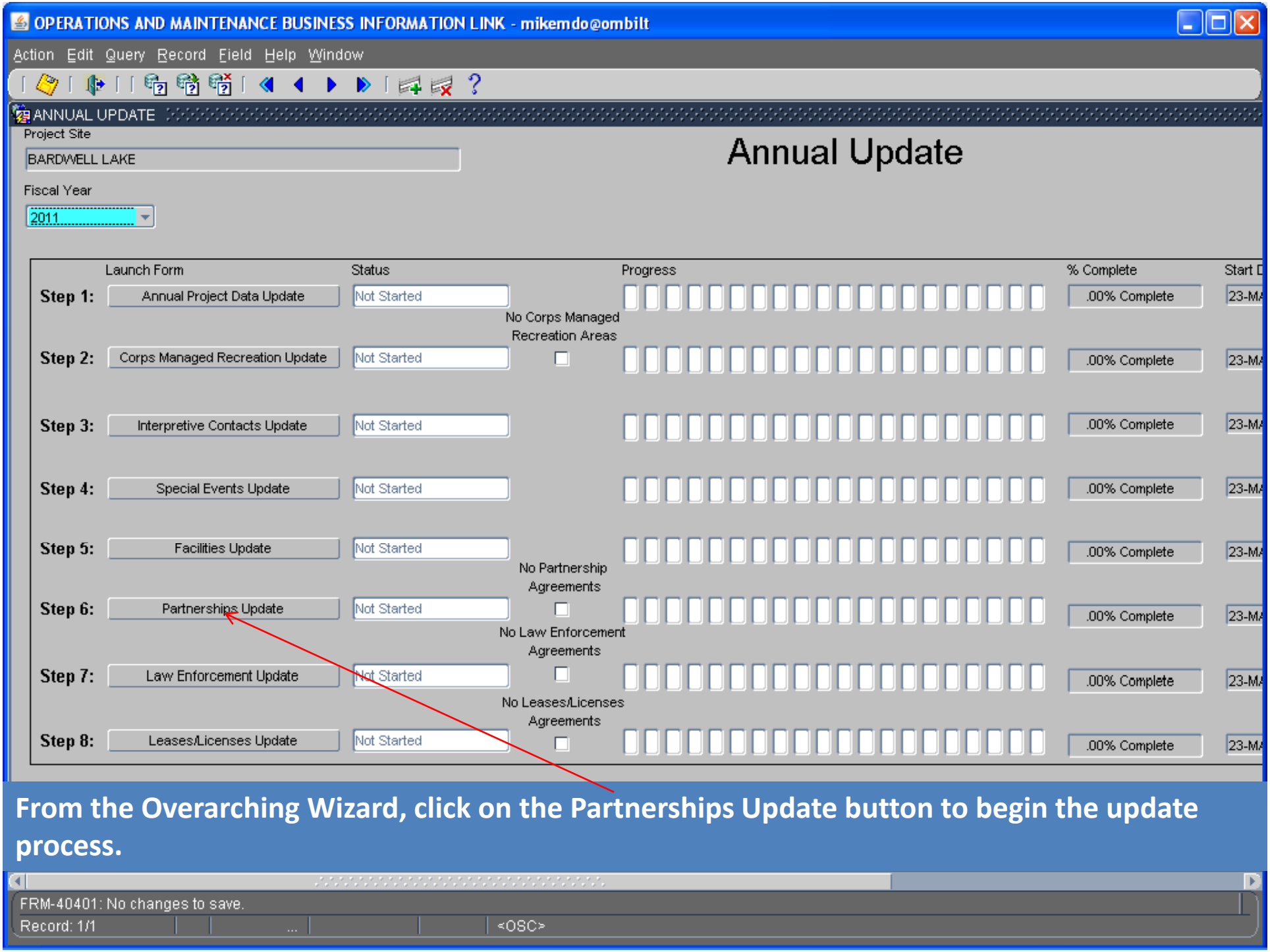
When you start the update process for the first time in any given year, your only option is to click "Start" which will take you to the first data entry screen – Signs and Boundaries. Click "Start":



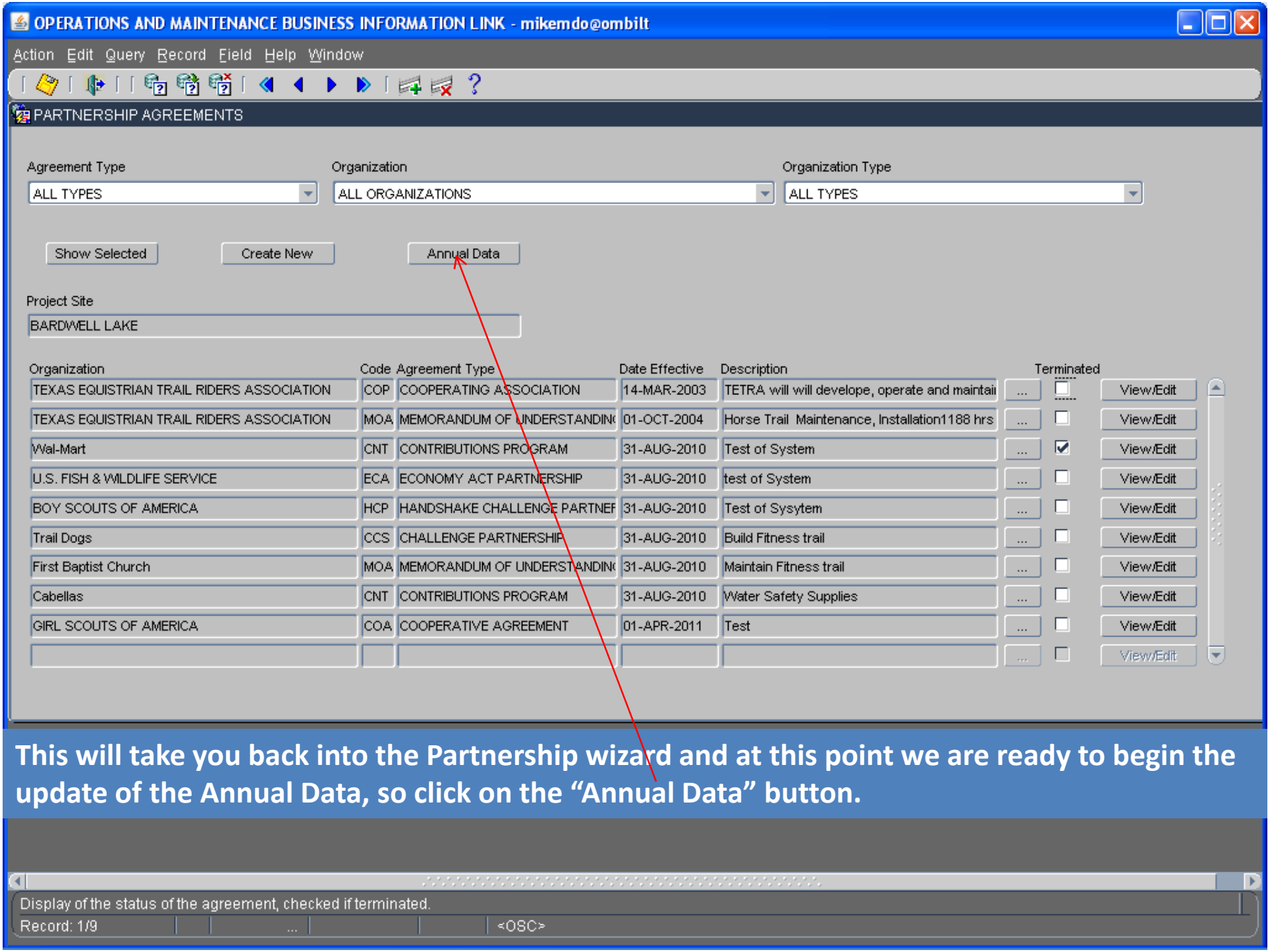
In this screen, you will notice that there are two datafields that are grayed out in the FY11 column. This means that the user (you) cannot change them. The Volunteer Hourly rate is determined by an outside source and entered into the program by the OMBIL contractor so that everyone across the country is using the same standard. Once you enter the number of Volunteer Hours, the system will automatically calculate the Value of Services and place that value in the datafield.



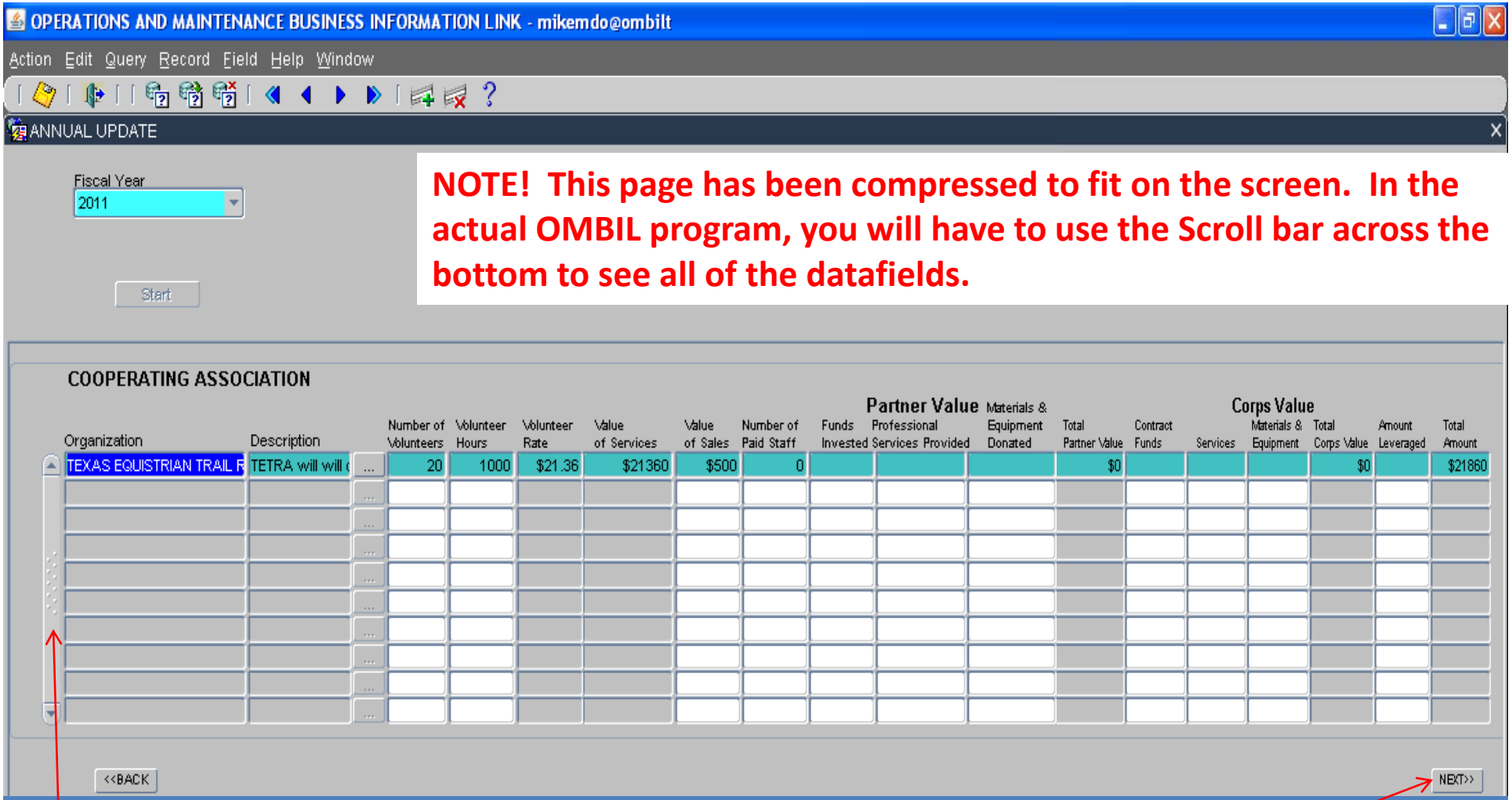
Once the data is entered for the update year (FY11 in this example) Click “Next”.



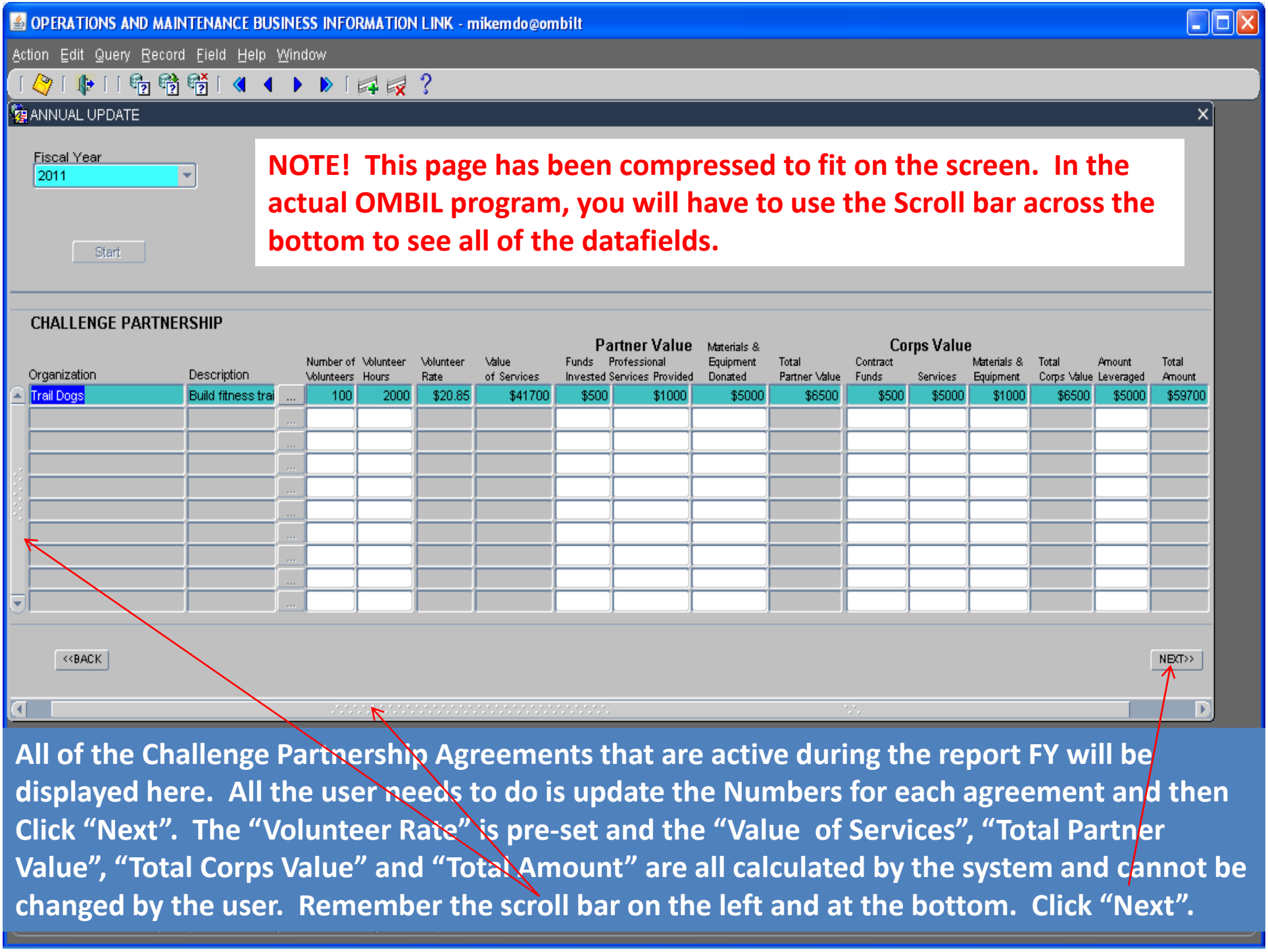
From the Overarching Wizard, click on the Partnerships Update button to begin the update process.

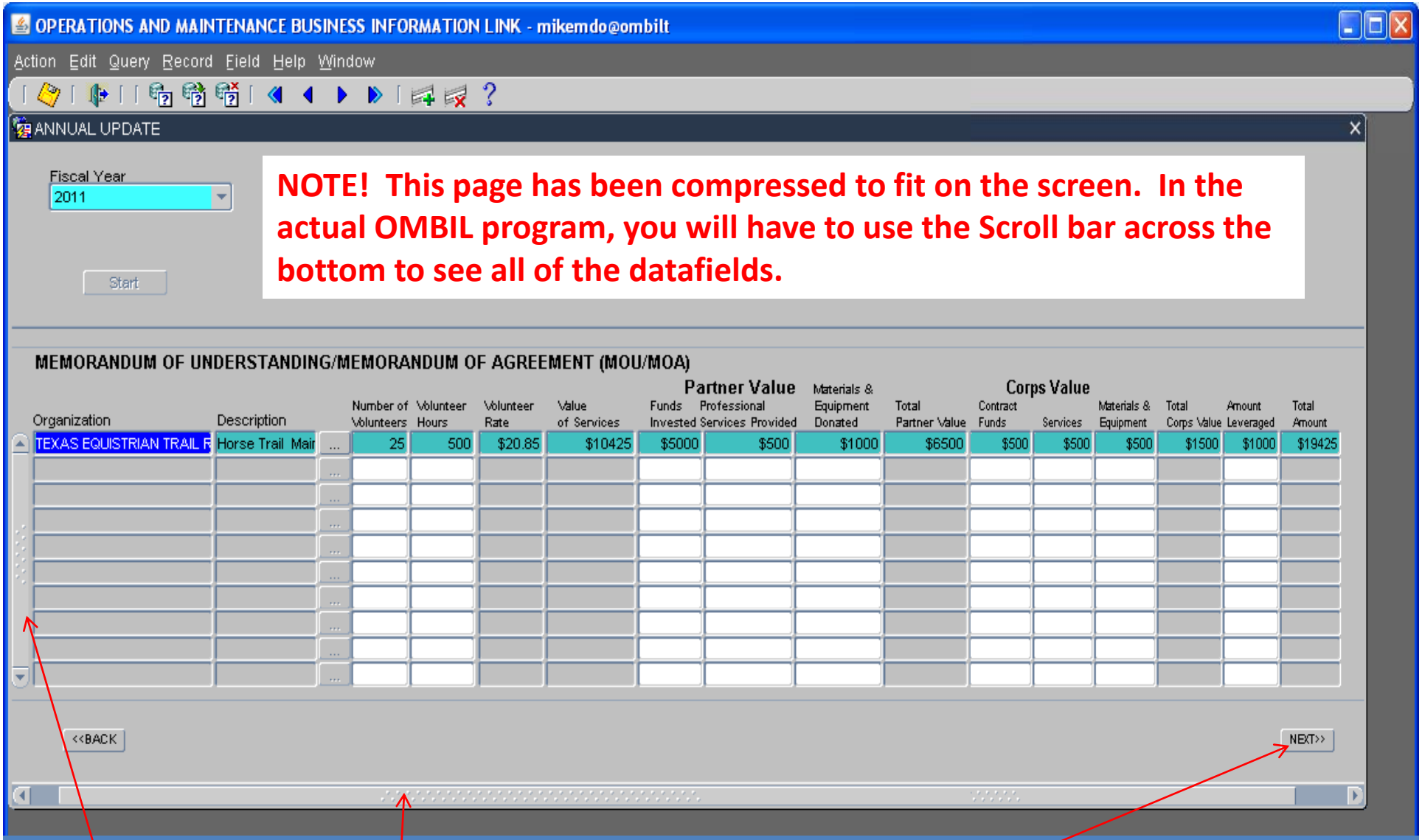


This will take you back into the Partnership wizard and at this point we are ready to begin the update of the Annual Data, so click on the "Annual Data" button.

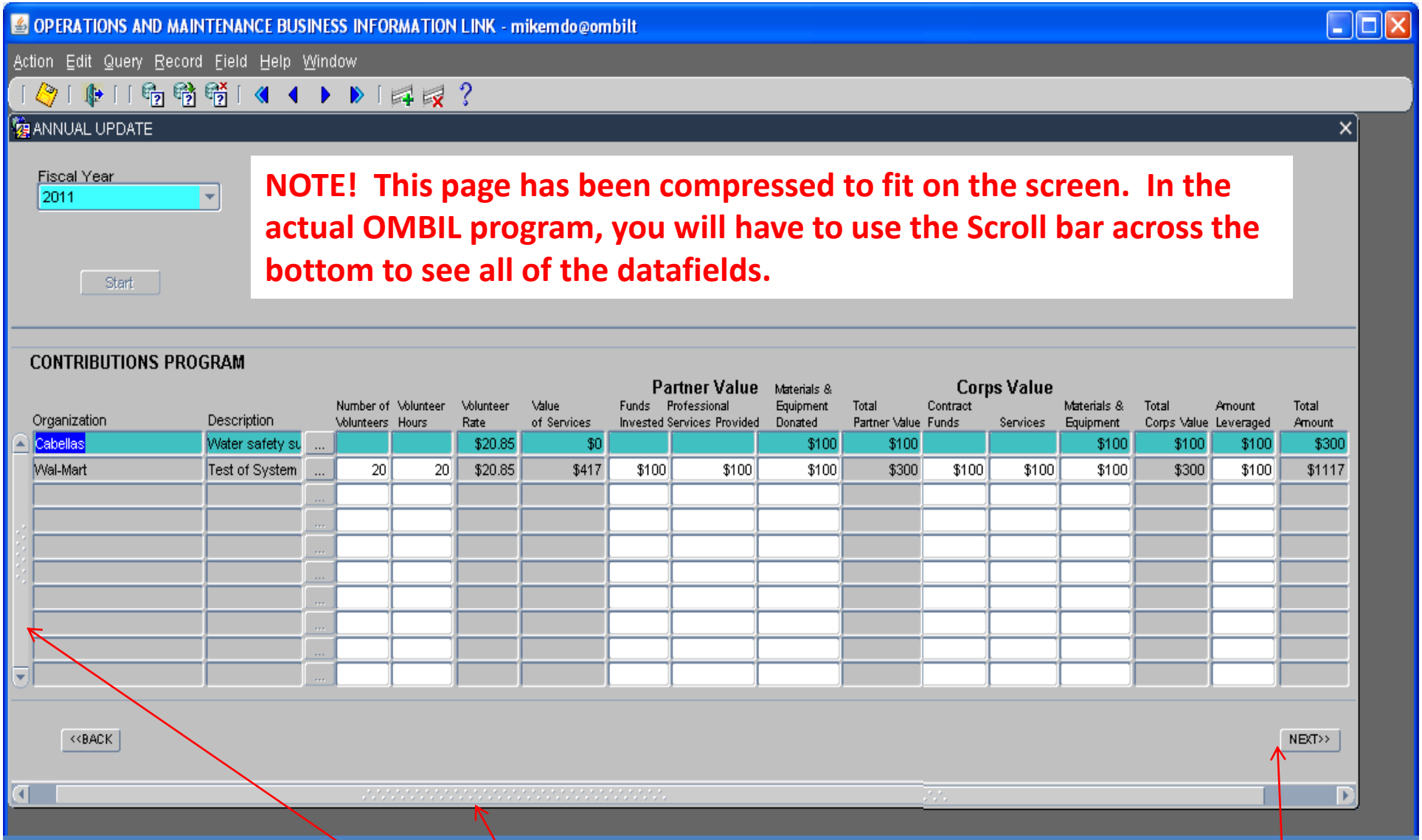


Each type of agreement will be displayed on a separate screen and the process starts with Cooperating Association. All of the Cooperating Association Agreements that are active during the report FY will be displayed here. All the user needs to do is update the numbers for each agreement. The "Volunteer Rate" is pre-set and both the "Value of Services" and "Total Amount" are calculated by the system and cannot be changed by the user. Note the scroll bar to the left. If you have more agreements than will display on one page, you will need to scroll down to see the remainder. Click "Next".

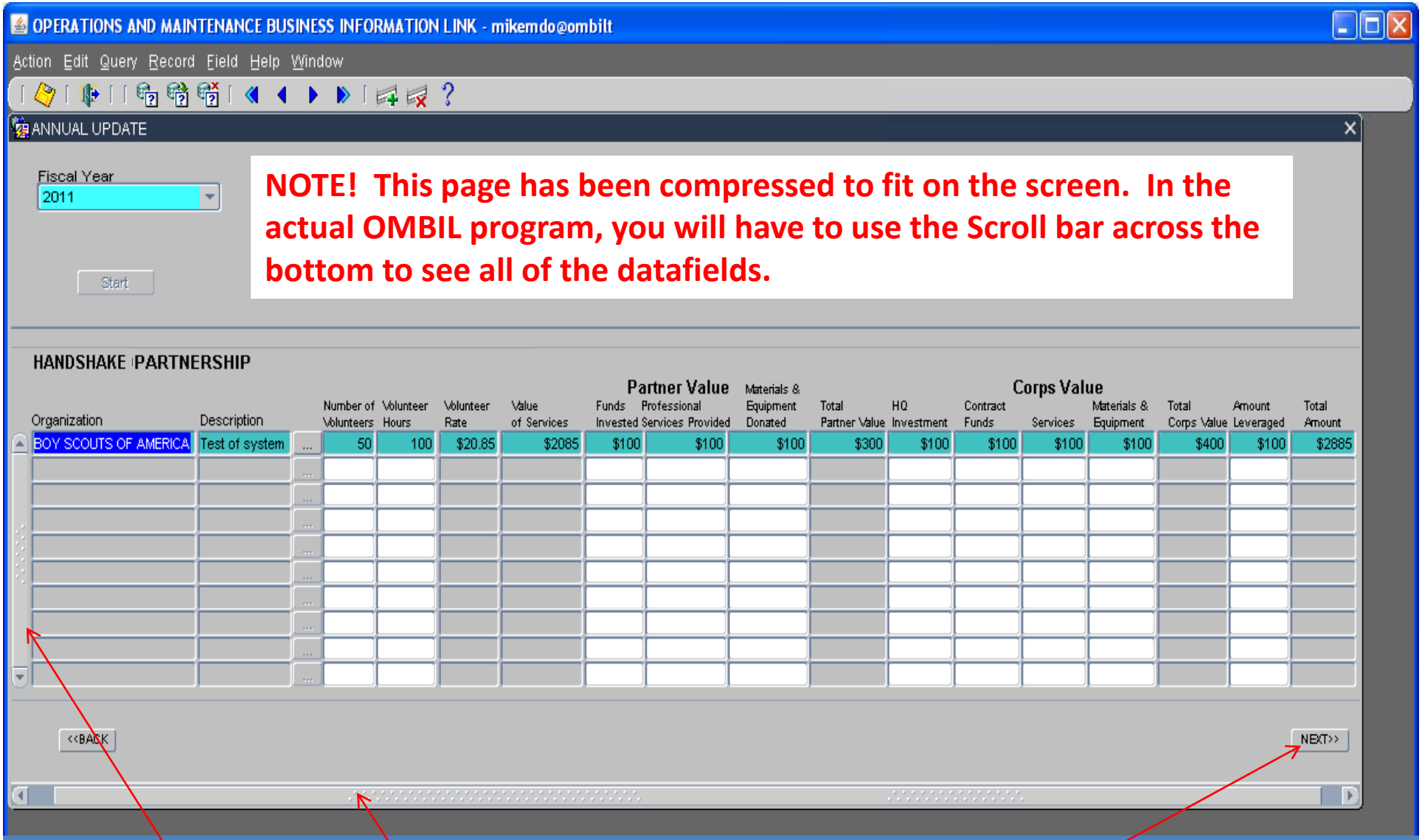

OPERATIONS AND MAINTENANCE BUSINESS INFORMATION LINK - mikemdo@ombilt
Action Edit Query Record Field Help Window
ANNUAL UPDATE
Fiscal Year
2011
Start
NOTE! This page has been compressed to fit on the screen. In the actual OMBIL program, you will have to use the Scroll bar across the bottom to see all of the datafields.
CHALLENGE PARTNERSHIP
Partner Value
Corps Value
Organization
Description
Number of Volunteers
Volunteer Hours
Volunteer Rate
Value of Services
Funds Invested
Professional Services Provided
Materials & Equipment Donated
Total Partner Value
Contract Funds
Services
Materials & Equipment
Total Corps Value
Amount Leveraged
Total Amount
Trail Dogs
Build fitness trai
100
2000
$20.85
$41700
$500
$1000
$5000
$6500
$500
$5000
$1000
$6500
$5000
$59700
<<BACK
NEXT>>
All of the Challenge Partnership Agreements that are active during the report FY will be displayed here. All the user needs to do is update the Numbers for each agreement and then Click "Next". The "Volunteer Rate" is pre-set and the "Value of Services", "Total Partner Value", "Total Corps Value" and "Total Amount" are all calculated by the system and cannot be changed by the user. Remember the scroll bar on the left and at the bottom. Click "Next".



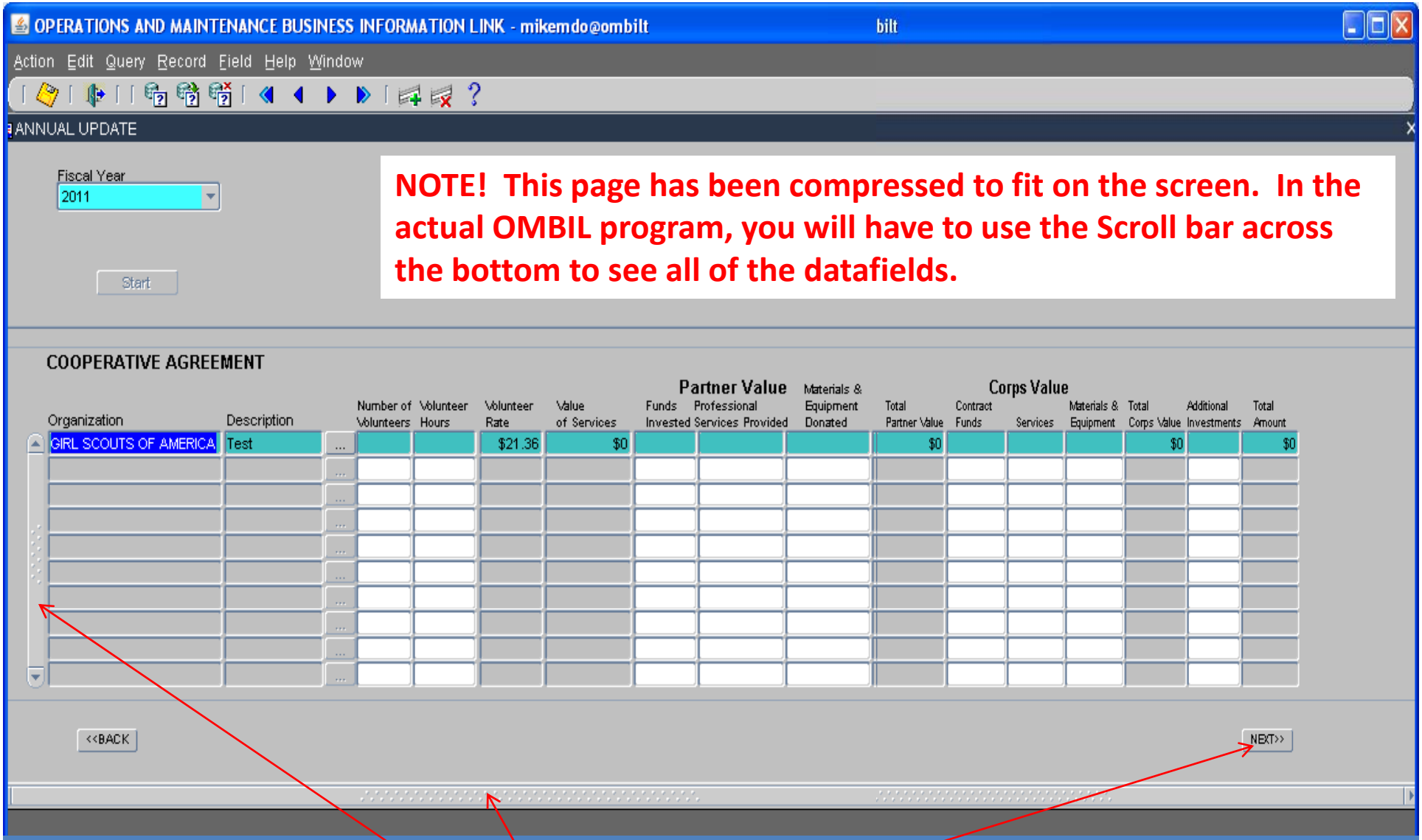
All of the MOUs and MOAs that are active during the report FY will be displayed here. All the user needs to do is update the numbers for each agreement. The "Volunteer Rate" is pre-set and the "Value of Services", "Total Partner Value", "Total Corps Value" and "Total Amount" are all calculated by the system and cannot be changed by the user. Remember the scroll bar on the left and at the bottom. Click "Next".



All of the Contributions Program Partnerships that are active during the report FY will be displayed here. All the user needs to do is update the Numbers for each agreement and then Click "Next". The "Volunteer Rate" is pre-set and the "Value of Services", "Total Partner Value", "Total Corps Value" and "Total Amount" are all calculated by the system and cannot be changed by the user. Remember the scroll bar on the left and on the bottom. Click "Next".



All of the Handshake Partnerships that are active during the report FY will be displayed here. All the user needs to do is update the numbers for each agreement. The "Volunteer Rate" is pre-set and the "Value of Services", "Total Partner Value", "Total Corps Value" and "Total Amount" are all calculated by the system and cannot be changed by the user. Remember the scroll bar on the left and at the bottom. Click "Next".



All of the Cooperative Agreement Partnerships that are active during the report FY will be displayed here. All the user needs to do is update the Numbers for each agreement. The "Total Partner Value", "Total Corps Value" and "Total Amount" are all calculated by the system and cannot be changed by the user. Remember the scroll bar on the left and across the bottom. Click "Next".