

Volunteer Pass Program Tutorial

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®

US Army Corps of Engineers
BUILDING STRONG®



Volunteer Pass Program – Corps

- Approved in November 2012- enables volunteers who have served a minimum of 100 hours at Corps managed areas to receive a free Annual Day Use Pass
- Volunteers can accumulate hours toward a pass at multiple projects.
- Volunteer hours will be verified and entered by volunteer coordinators in a centralized database. Data needed for tracking include: First/last name, phone number, state of residence, and hours earned
- Start date for tracking volunteer hours in the system is retroactive to January 1, 2013. Do not enter any hours earned prior to this date.
- Pass is only valid at day use areas operated by the Corps, not on outgranted areas managed by other entities.
- Only one pass may be earned per volunteer per year



America the Beautiful Interagency Volunteer Pass Program

- Approved in January 2016- enables volunteers who have served a minimum of 250 hours at federally managed areas to receive a free America the Beautiful Pass
- Volunteers can accumulate hours toward a pass at federally managed areas.
- Volunteer hours will be verified and entered by volunteer coordinators in a USACE centralized database. Data needed for tracking include: First/last name, phone number, state of residence, and hours earned
- Start date for tracking volunteer hours in the system is retroactive to January 1, 2016. Do not enter any hours earned prior to this date.
- Pass is only valid at day use areas operated by the federal agencies, not on outgranted areas managed by other entities.
- Only one pass may be earned per volunteer per year



Volunteer Hours System

The U.S. Army Corps of Engineers has established a volunteer pass program which enables volunteers who have served a minimum of 100 hours at Corps managed areas to receive a waiver of all day use fees via an Annual Day Use Pass. The purpose of this program is to support and recognize volunteers who have served the Corps in an exemplary way and encourage their visitation and use of Corps parks. The main goal is to increase visitation to Corps parks by enticing volunteers to visit new places, bring friends and family, and continue to explore and enjoy Corps recreation opportunities even after their pass has expired.

Volunteer hours will be verified and entered by the volunteer coordinator into this centralized database. After serving 100 hours of service, the volunteer will be eligible to earn an Annual Day Use Pass from the local project where they reached their 100th hour. Only one Annual Day Use Pass may be earned per volunteer per year.

(NOTE: There is NOT a new Volunteer Pass that you print from this system. Once you "cash in" the 100+ hours for the volunteer, you will need to issue an Annual Day Use Pass from the passbooks kept at your project. In the \$ amount section of the receipt, write "Complimentary pass issued to Volunteer for 100+ hours served")

Summary Reports

- [View Current Month](#)
- [View Current Year](#)
- [2013 Report \(Excel Version\)](#)
- [2014 Report \(Excel Version\)](#)
- [2015 Report \(Excel Version\)](#)



You can view summary month and year reports for all Corps volunteers entered in the system from the home page, without logging into your project page.

Login

Select your lake from drop down list and enter password

Select lake Password

Login to Volunteer System

Please contact Virginia.l.dickerson@usace.army.mil if you have misplaced/forgotten your lake password.

Create Password

Select your lake from drop down list. If you don't see your lake, an account may already be created. Passwords are only created once per lake.

Select lake

Create Password

Volunteer Hours System

Summary

- [Home](#)
- [View Current Month](#)
- [View Current Year](#)

Summary Report - June Volunteers

Lake	Hours	Annual Pass
ABIQUITO DAM	29	0
Alabama River Lakes Multi-Purpose Project	20	0
BLUE RIVER LAKE OR		1
CENTER HILL LAKE	11	1
DWORSHAK D AND R		0
JOHN H KERR DAM AND RESERVOIR VA AND NC	10	0

Summary Report - 2016 Volunteers

Summary

- [Home](#)
- [View Current Month](#)
- [View Current Year](#)
- [2013 Report](#)
- [2014 Report](#)

H - Hours Served, P - Passes Issued

Lake	January		February		March		April		May		June		TOTAL	
	H	P	H	P	H	P	H	P	H	P	H	P	H	P
BEAVER LAKE		0		0		0		0	104	0		0	104	0
BIRCH LAKE	20	0		0		0		0		0		0	20	0
BONNEVILLE LOCK AND DAM-LAKE BONNEVILLE		0		0	236	0	438.5	0	281.5	0		0	956	0
BUFORD DAM - LAKE SIDNEY LANIER	1893	0	1886.5	0	1561.5	0	1471	0	1276.5	0	26	0	8114.5	0
CARTERS LAKE		0		0		0		0		0	3	0	51	0
COPAN LAKE	205	0	180	0	129	0	131.5	0	125.5	0		0	771	0
DENISON DAM - LAKE TEXOMA, TX AND OK	118.25	0	111.5	0	130	0	61	0	70	0		0	494	0
GREERS FERRY LAKE		0		0		0		0		0		0	16	0
HUGO LAKE		0		0	106	0	324.5	0	853.5	0	46	0	1330	0
JIM WOODRUFF LOCK AND DAM - LAKE SEMINOLE	540	0	450	0	90	3		0		0		0	1160	3
MISSISSIPPI RIVER BTWN MO RVR AND MPLS MN	38	0	37	0	48.5	0	149.5	0	10	1		0	283	1
NEW HOGAN LAKE	159	0		0	202	0		0		0		0	361	0
RATHBUN LAKE IOWA		0		0	181	0		0		0		0	181	0
SARDIS LAKE, OK	140	0	140	0	100	0	80	0	92	0		0	552	0
TABLE ROCK LAKE	289	0	302	0	543.5	0	644	0	712	0		0	2490.5	0
TENNESSEE TOMBIGBEE WATERWAY	1860	0	300	0		1		0		0		0	2160	1
W KERR SCOTT DAM AND RESERVOIR	25	0	34	0	46	0		1		0		0	105	1
WAPPAPELLO LAKE MO		0		0	564	0	583	0		0		0	1147	0
WEST HILL DAM	7.5	0		0	10	0	11	0	14.5	0		0	43	0

Volunteer Hours System

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(NOTE: There is NOT a new Volunteer Pass that you print from this system. Once you "cash in" the 100+ hours for the volunteer, you will need to issue an Annual Day Use Pass from the passbooks kept at your project. In the \$ amount section of the receipt, write "Complimentary pass issued to Volunteer for 100+ hours served")

Summary Reports

- [View Current Month](#)
- [View Current Year](#)
- [2013 Report \(Excel Version\)](#)
- [2014 Report \(Excel Version\)](#)
- [2015 Report \(Excel Version\)](#)

Start by selecting your lake/river project from the drop-down list.

Login

Select your lake from drop down list and enter password

Select lake Password

Login to Volunteer System

Please contact Virginia.l.dickerson@usace.army.mil if you have misplaced/forgotten your lake password.

If this is the first time using the system for your volunteers, you will need to select your location from this list and create a password.

Create Password

Select your lake from drop down list. If you don't see your lake, an account may already be created. Passwords are only created once per lake.

Select lake

Create Password

Volunteer Hours System

Login & Data Entry

Create a password for **TERMINUS DAM LAKE KAWEAH**. The password should be at least 8 characters.

Password:

Volunteer Hours System

Login & Data Entry

Management

- [Add a Volunteer](#)
- [Add Hours](#)
- [Edit a Volunteer](#)
- [Edit Hours](#)
- [Manage Corps/ATB Pass](#)

Summary

- [Current Volunteers](#)
- [View Current Month](#)
- [View Current Year](#)
- [Log Out](#)

Z - Volunteer Test Lake is logged in

The U.S. Army Corps of Engineers has established a volunteer pass program which enables volunteers who have served a minimum of 100 hours at Corps managed areas to receive a waiver of all day use fees via an Annual Day Use Pass. The purpose of this program is to support and recognize volunteers who have served the Corps in an exemplary way and encourage their visitation and use of Corps parks. The main goal is to increase visitation to Corps parks by enticing volunteers to visit new places, bring friends and family, and continue to explore and enjoy Corps recreation opportunities even after their pass has expired.

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How to Use This System

1. Enter a volunteer from menu on left
2. Add hours for volunteers in system
 - Volunteers can earn hours at multiple lakes
3. Manage Day Use Passes - Generate Pass after 100 volunteer hours
4. Reports
 - Current Volunteers - shows all volunteers for Z - Volunteer Test Lake with the hours
 - Current Month - displays volunteer hours and dates of service for the current month
 - Current Year - displays volunteer hours and dates of service by month for the current year

Once logged in, from this screen you can add volunteers, edit volunteer info, add hours, edit hours, cash in hours for an annual pass, view a list of your project's current volunteers, and view/print monthly and yearly reports.

Volunteer Hours System

Add Volunteers

Management

- [Add a Volunteer](#) **1.**
- [Add Hours](#)
- [Edit a Volunteer](#)
- [Edit Hours](#)
- [Manage Corps/ATB Pass](#)

Summary

- [Current Volunteers](#)
- [View Current Month](#)
- [View Current Year](#)

- [Log Out](#)

First Name **2.**

Last Name

Phone Number *Use - only to separate*

State in which Volunteer lives ▼

3.

- 1. Click on the Add a Volunteer link on the left.**
- 2. You will see this screen. Input first name, last name, phone number (separated by dashes between numbers xxx-xxx-xxxx), and state of residence.**
- 3. Click Add Volunteer.**

Volunteer Hours System

Management

- [Add a Volunteer](#)
- [Add Hours](#)
- [Edit a Volunteer](#)
- [Edit Hours](#)
- [Manage Day Use Pass](#)

Summary

- [Current Volunteers](#)
- [View Current Month](#)
- [View Current Year](#)

- [Log Out](#)

Add Volunteers

The volunteer has been added.

- [Add Hours for Bob Smith](#)

You can now add hours for this volunteer or click on any of the other options on the left side of the screen.

Volunteer Hours System

Management

- [Add a Volunteer](#)
- [Add Hours](#)
- [Edit a Volunteer](#)
- [Edit Hours](#)
- [Manage Day Use Pass](#)

Summary

- [Current Volunteers](#)
- [View Current Month](#)
- [View Current Year](#)

- [Log Out](#)

Manage Volunteer Hours

OKEECHOBEE WATERWAY FL

Volunteer Smith, Bob

Date for Hours *m/d/yy*

Number of Hours

Notes

1. If you clicked on Add Hours, you will see this screen. Add date hours were served, # of hours, and any comments.

2. Click Submit Hours to save data.

Volunteer Hours System

Management

- [Add a Volunteer](#)
- [Add Hours](#)
- [Edit a Volunteer](#)
- [Edit Hours](#)
- [Manage Day Use Pass](#)

Summary

- [Current Volunteers](#)
- [View Current Month](#)
- [View Current Year](#)

- [Log Out](#)

Manage Volunteer Hours

8 have been added for Smith

- [Enter more hours for Smith](#)

You can now enter more hours for this volunteer or click on any of the menu options on the left side of the screen.

Volunteer Hours System

Management

- [Add a Volunteer](#)
- [Add Hours](#) **1.**
- [Edit a Volunteer](#)
- [Edit Hours](#)
- [Manage Day Use Pass](#)

Summary

- [Current Volunteers](#)
- [View Current Month](#)
- [View Current Year](#)
- [Log Out](#)

Manage Volunteer Hours

Select one of your Volunteers

- [Bailey, Rich](#)
- [Dickersonsss, Ginny](#)
- [Kilpatrick, John](#)
- [Ruebenson, Art](#)
- [Smith, Bob](#)
- [Smith, Jane](#)
- [Tarplee, Adam](#)

2.

Other Options

- [Create a New Volunteer and Add Hours](#) **3.**
- [Find a Volunteer that you have added to the system, but is not listed above](#) **4.**
- [Find a Volunteer that has served at another lake](#) **5.**

1. If your volunteers are already in the system, you can click on the Add Hours link to manage their hours. You can now enter more hours for a volunteer or click on any of the menu options on the left side of the screen.

You can do the following actions from this page:

2. Select a volunteer from the top list if you've entered hours for that person previously.

3. Create a new volunteer and add hours.

4. Find a volunteer you've previously added to the system but do not see in the list above.

5. Find a volunteer that has served at another lake.

Volunteer Hours System

Management

- [Add a Volunteer](#)
- [Add Hours](#)
- [Edit a Volunteer](#)
- [Edit Hours](#) **1.**
- [Manage Day Use Pass](#)

Summary

- [Current Volunteers](#)
- [View Current Month](#)
- [View Current Year](#)

- [Log Out](#)

Manage Available Volunteer Hours

OKEECHOBEE WATERWAY FL

Volunteer	Hours	Volunteer Date	Notes
Bailey, Rich	24	3/3/13	
Dickersonsss, Ginny	10	2/6/13	
Dickersonsss, Ginny	24	1/1/13	
Dickersonsss, Ginny	0		
Kilpatrick, John	8	5/4/13	
Kilpatrick, John	24	3/12/13	
Kilpatrick, John	10	2/2/13	
Kilpatrick, John	20	1/1/13	
Ruebenson, Art	6	4/1/13	
Smith, Bob	8	6/12/13	Worked at St. Lucie Visitor Center welcome desk. Conducted water safety program in campgrounds.
Smith, Jane	24	4/6/13	
Smith, Jane 2.	0		
Tarplee, Adam	10	12/12/12	

1. Click on the Edit Hours function and you will see a screen of all your project's volunteers.

2. Click on the volunteer whose hours you would like to edit.

Volunteer Hours System

Management

- [Add a Volunteer](#)
- [Add Hours](#)
- [Edit a Volunteer](#)
- [Edit Hours](#)
- [Manage Day Use Pass](#)

Summary

- [Current Volunteers](#)
- [View Current Month](#)
- [View Current Year](#)
- [Log Out](#)

Manage Available Volunteer Hours

OKEECHOBEE WATERWAY FL

Volunteer Smith, Jane

- [DELETE This Entry](#) **1.**

Date for Hours *m/d/yy*

Number of Hours **2.**

Notes

3.

Webdate: May 2013

[Technical Problems](#)

- 1. You can choose to delete this entry if it was an error, or**
- 2. Enter the date and number of hours served.**
- 3. Click Update Hours to save.**

Volunteer Hours System

Edit Volunteers

- [Don't see a volunteer below, view all USACE volunteers](#) **2.**

Volunteers at OKEECHOBEE WATERWAY FL

Volunteer	Phone	Available Hours	Cashed Hours	TOTAL Hours
Bailey, Rich	1234567890	43	0	43
Dickersonsss, Ginny	601-425-0073	49	0	49
Kilpatrick, John	1234567890	62	0	62
Ruebenson, Art	1234567890	6	0	6
Smith, Jane	123-4546-7890	30	0	30
Smith, Bob	123-456-7890	8	0	8
Tarplee, Adam 3.	1234567890	15	130	145

- 1. You can edit a volunteer's information by clicking on Edit a Volunteer.**
- 2. If you do not see the volunteer you are looking for in the list from your project, click on the top link.**
- 3. Click on the name of the volunteer you would like to edit.**

Management

- [Add a Volunteer](#)
- [Add Hours](#)
- [Edit a Volunteer](#) **1.**
- [Edit Hours](#)
- [Manage Day Use Pass](#)

Summary

- [Current Volunteers](#)
- [View Current Month](#)
- [View Current Year](#)

- [Log Out](#)

Volunteer Hours System

Management

- [Add a Volunteer](#)
- [Add Hours](#)
- [Edit a Volunteer](#)
- [Edit Hours](#)
- [Manage Day Use Pass](#)

Summary

- [Current Volunteers](#)
- [View Current Month](#)
- [View Current Year](#)

- [Log Out](#)

Edit Volunteers

- [DELETE Volunteer](#)

First Name

Last Name

Phone Number *Use - only to separate* **1.**

State in which Volunteer lives

2.

1. Correct the volunteer's information.

2. Click Update Volunteer Information to save the new data.

Volunteer Hours System

Management

- [Add a Volunteer](#)
- [Add Hours](#)
- [Edit a Volunteer](#)
- [Edit Hours](#)
- [Manage Day Use Pass](#)

Edit Volunteers

The volunteer has been updated.

- [Add Hours for Adam Tarplee](#)

3. A confirmation screen will show that the information has be updated.

Volunteer Hours System

Management

- [Add a Volunteer](#)
- [Add Hours](#)
- [Edit a Volunteer](#)
- [Edit Hours](#)
- [Manage Day Use Pass](#) **1.**

Summary

- [Current Volunteers](#)
- [View Current Month](#)
- [View Current Year](#)

- [Log Out](#)

Manage Volunteer Annual Day Use Passes

Volunteers who have served a minimum of 100 hours and are eligible for an annual day use pass.

Volunteer	Phone	Total Hours Served	Date of Last Annual Pass
There are currently no volunteers eligible for an Annual Pass 2.			

- 1. Click on Manage Day Use Pass link to view volunteers eligible for a pass.**
- 2. If none of your volunteers have served 100 hours, you will see a message stating there are none eligible for a pass.**

3. Volunteers who have served 100 hours will show up in the list. You can now select Create Pass.

Volunteer Hours System

Management

- [Add a Volunteer](#)
- [Add Hours](#)
- [Edit a Volunteer](#)
- [Edit Hours](#)
- [Manage Day Use Pass](#)

Summary

- [Current Volunteers](#)

Manage Volunteer Annual Day Use Passes

Volunteers who have served a minimum of 100 hours and are eligible for an annual day use pass.

Volunteer	Phone	Total Hours Served	Date of Last Annual Pass	
Smith, Bob	123-456-7890	101	-----	3. Create Pass

Volunteer Hours System

Management

- [Add a Volunteer](#)
- [Add Hours](#)
- [Edit a Volunteer](#)
- [Edit Hours](#)
- [Manage Day Use Pass](#)

Summary

- [Current Volunteers](#)
- [View Current Month](#)
- [View Current Year](#)

- [Log Out](#)

Manage Volunteer Annual Day Use Passes

GENERATE Annual Pass

Detail Hours for Bob Smith

- 1/1/13 - 12
- 2/1/13 - 9
- 3/13/13 - 18
- 4/5/13 - 19
- 4/9/13 - 15
- 5/16/13 - 20
- 6/12/13 - 8

Total: 101

1.

2.

1. You can see a detailed list of hours earned by a volunteer here.
2. Click on Generate Annual Pass to cash in a volunteer's hours.

Volunteer Hours System

Summary Report - Individual Volunteers

Z - Volunteer Test Lake

[Print Friendly Version](#) **3.**

Volunteer	Available Hours	Hours Needed for Corps Pass	Date of Last Corps Pass	Hours Needed for ATB Pass	Date of Last ATB Pass	TOTAL Pass Hours Used	TOTAL Hours
Dickerson, Ginny	50	50	-----	200	6/14/16	490	540
Smith, Bob	0	100	-----	250	-----	0	0

2.

- 1. Click on Current Volunteers for a summary report of your volunteers.**
- 2. This report includes hours served, hours needed to earn a pass, date of last pass issuance, total hours cashed in to earn a pass, and total hours served over the lifetime of the volunteer.**
- 3. This report is available in print format.**

Management

- [Add a Volunteer](#)
- [Add Hours](#)
- [Edit a Volunteer](#)
- [Edit Hours](#)
- [Manage Corps/ATB Pass](#)

Summary

- [Current Volunteers](#) **1.**
- [View Current Month](#)
- [View Current Year](#)

[Log Out](#)

Volunteer Hours System

Summary Report - June Volunteers

Management

- [Add a Volunteer](#)
- [Add Hours](#)
- [Edit a Volunteer](#)
- [Edit Hours](#)
- [Manage Corps/ATB Pass](#)

Summary

- [Current Volunteers](#)
- [View Current Month](#)
- [View Current Year](#)

- [Log Out](#)

Z - Volunteer Test Lake

[Print Friendly Version](#) 3.

Volunteer	Volunteer Date	Hours	Used for Corps Pass	Used for ATB Pass	Notes
Dickerson, Ginny	6/13/16	350	---	Yes	
Dickerson, Ginny	6/14/16	50	---	---	
Dickerson, Ginny	6/14/16	120	---	Yes	

1. Click on View Current Month for a monthly summary report of your volunteers' activities.
2. This report includes date served, hours served, whether the hours have been cashed in for an annual pass, and any notes you've made on the volunteer's activities.
3. This report is available in print format.

Volunteer Hours System

Summary Report - 2016 Volunteers

Z - Volunteer Test Lake

[Print Friendly Version](#) 3.

Volunteer	Volunteer Date	Hours	Used for Corps Pass	Used for ATB Pass	Notes
June					
Dickerson, Ginny	6/14/16	50	---	---	
Dickerson, Ginny	6/14/16	120	---	Yes	
Dickerson, Ginny	6/13/16	350	---	Yes	

2.

1. Click on View Current Year for an summary report of your volunteers' activities during this calendar year.
2. This report includes date served, hours served, whether the hours have been cashed in for an annual pass, and any notes you've made on the volunteer's activities.
3. This report is available in print format.

District Volunteer Coordinator Login



Volunteer Hours System

District Login

Select your District from drop down list and enter password

1. Password
2.
3.

Please contact Virginia.l.dickerson@usace.army.mil if you have misplaced/forgotten your lake password.

District Volunteer Coordinators can access all projects in their district [here](#).

District volunteer coordinators can view all of their lakes from one site:
<https://wwwel.wes.army.mil/nrm/vhs/district.cfm>

1. **Select District from dropdown menu.**
2. **Password is the District symbol (i.e. Portland is NWP, Baltimore is NAB, Fort Worth is SWF, etc.)**
3. **Login**

Volunteer Hours System

District Login

Select a lake to begin

Projects available for Fort Worth

- [BELTON LAKE](#)
- [FERRELLS BRIDGE DAM - LAKE O' THE PINES](#)
- [HORDS CREEK LAKE](#)
- [NAVARRO MILLS LAKE](#)
- [PROCTOR LAKE](#)
- [SAM RAYBURN DAM AND RESERVOIR](#)
- [TOWN BLUFF DAM AND BA STEINHAGEN LAKE](#)
- [WACO LAKE](#)
- [WRIGHT PATMAN DAM AND LAKE](#)

District Login

How to Use This System

1. Enter a volunteer from menu on left
2. Add hours for volunteers in system
 - Volunteers can earn hours at multiple lakes
3. Manage Day Use Passes - Generate Corps Pass after 100 volunteer hours & ATB Pass after 250 hours
4. Reports
 - Current Volunteers - shows all volunteers for #Project# with the hours
 - Current Month - displays volunteer hours and dates of service for the current month
 - Current Year - displays volunteer hours and dates of service by month for the current year

Management

- [Project List](#)
- [Add a Volunteer](#)
- [Add Hours](#)
- [Edit a Volunteer](#)
- [Edit Hours](#)
- [Manage Corps/ATB Pass](#)

Summary

- [Current Volunteers](#)
- [View Current Month](#)
- [View Current Year](#)
- [Log Out](#)