

How to Enter Volunteer Data in CWBI-OPS Partnerships and Volunteers Module

Step 1. Review/Add- Volunteer Activity

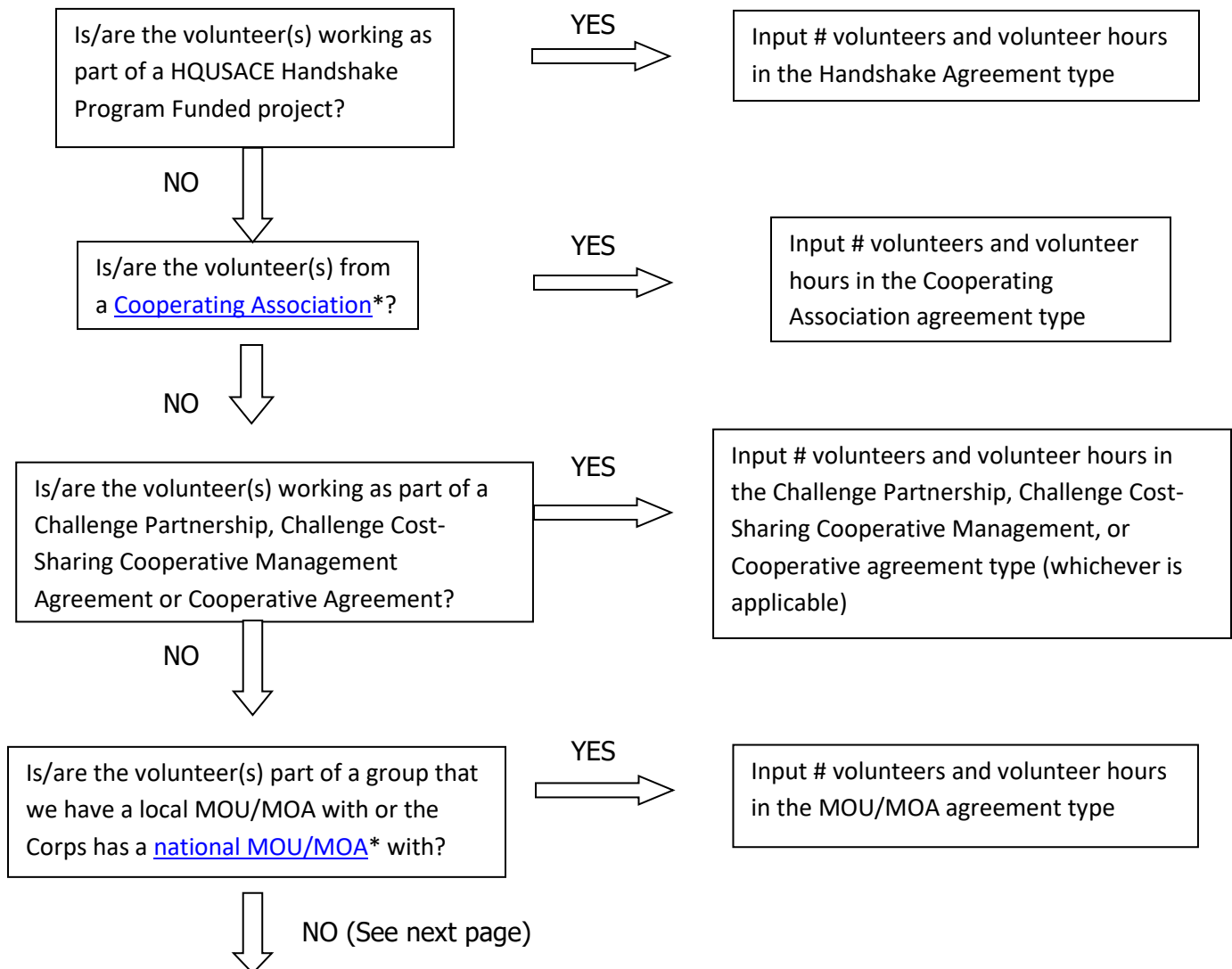
Enter Non-Partnership volunteer hours in this section of the CWBI-OPS tool. Non-partnership volunteers are those who perform volunteer service who are NOT affiliated with any organization. (Ex. Camp hosts, visitor center hosts, an individual or family volunteering on their own. Anyone volunteering as part of a group/organization such as a church, school, sports club, nonprofit, business, agency, Tribe, etc. should be counted as Partnership volunteers in the Step 2- Annual Update) 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 volunteers who were not part of a partnership agreement/organization for the FY.

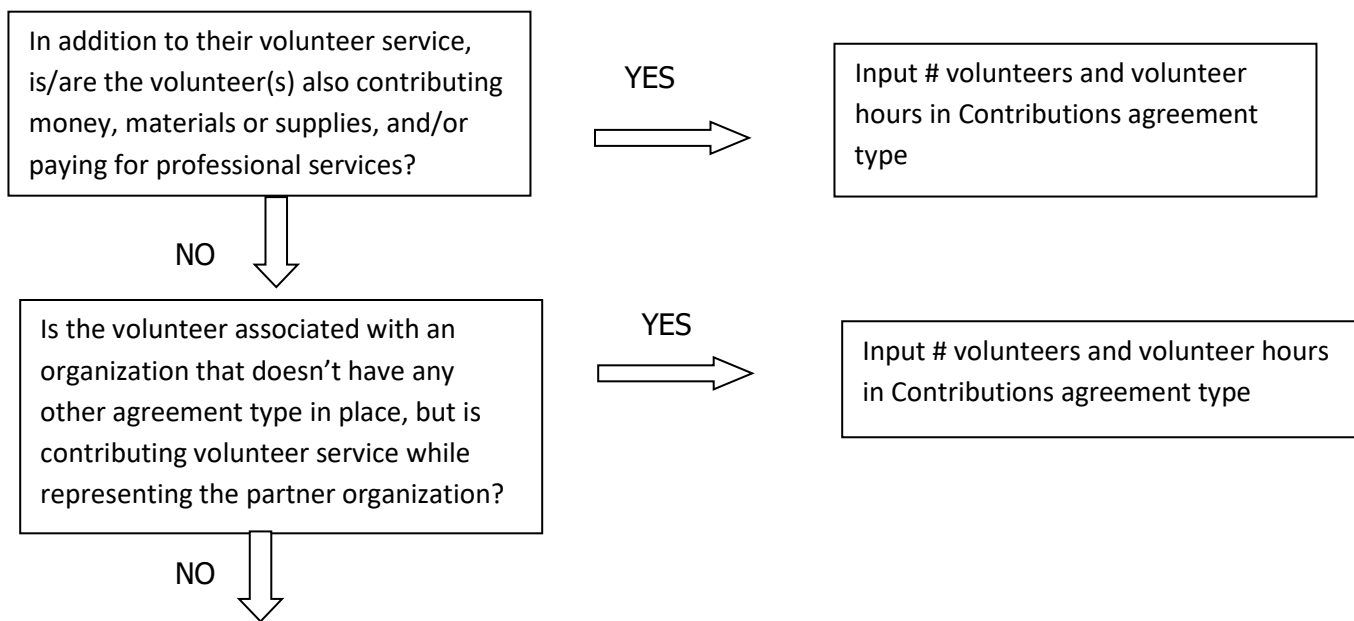
You will also see a column on this page for Partnership Volunteers. These data will be imported from the Annual Update section of Step 2 and added to the Non-partnership volunteer data to calculate the total volunteers, hours, and expenses for the project.

Step 2. Annual Data Update – Partnership Agreements

In this section you will capture data about volunteers who were part of a partnership agreement/organization that you identified as active for the FY in Step 1- Review/Add Partnership Agreements. You will capture total number of volunteers and total hours of volunteer service, which will auto calculate the value of service provided by the volunteers who were part of the partnership.

Please use the flow chart below to determine whether to count a particular individual volunteer's or group of volunteers' hours in the Step 1- Volunteer Activity or Step 2- Annual Update section of CWBI.





If you answer No to all of the questions above, the data for these volunteers will ONLY be input in the Step 1 Review/Add Volunteer Activity Non-Partnership Volunteers section of CWBI-OPS, not under the Annual Update section for Partnership Volunteers. 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 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.

*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 CWBI-OPS. There is a pick-list of national organizations and cooperating associations already in the CWBI-OPS Tool. If you have a new cooperating association that is not on the list, please contact Heather Burke to get it added to the system.