Esther Funds Foundation

Volunteer Hour Tracking & Verification Guide
Every Future Fulfilled through Faith, Service, and Leadership

SECTION 1: How to Track Volunteer Hours

Chapters must accurately track volunteer hours throughout the semester for submission in the official compliance packet. These hours reflect the true impact your chapter is making on campus and in the community. Honest reporting is not only a requirement—but an extension of our integrity as a faith-based nonprofit.

It is mandatory that chapters track hours **after each event,** not at the last minute.

Suggested Tracking Spreadsheet Columns:

- Volunteer Name
- Event Name
- Date of Service
- Number of Hours Earned
- Supervisor or Event Leader Name
- Signature or Initials (Digital or Physical)
- Notes (optional)

Pro Tip: Use a shared Google Sheet or Google Forms with auto-calculated totals to keep up with chapter-wide hours. This is just a recommendation. Your chapter may use whatever is best.

SECTION 2: Group Submissions

If a group of members participates in the same service project:

- Complete a **Group Submission Sheet** listing each volunteer's name and number of hours.

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- All participants must have the **same hours** listed for the same event (max 24 hours/day).

- Attach a **Volunteer Verification Letter** signed by your Community Service Chair, Volunteer Manager, or Advisor.

SECTION 3: Volunteer Verification Letter Template

- Use the following template when a member needs formal documentation of their service (for university records, service awards, internships, or graduate school applications):

[CHAPTER LETTERHEAD]

To Whom It May Concern,

This letter verifies that [Full Name] has volunteered with the Esther Funds Foundation [University Name] Chapter for a total of [XX] verified community service hours during the [Fall/Spring] [Year] semester.

Their service contributions included participation in [list or summarize service projects or event names], supporting the Esther Funds Foundation's mission to prevent college dropouts through faith-based service, peer mentorship, and outreach.

All service hours have been accurately tracked and verified by chapter leadership.

Sincerely,
[Typed Name]
Community Service Chair or Volunteer Manager
Esther Funds Foundation – [University Name] Chapter
[Email Address] | [Phone Number]

Advisor Signature: _____
Date: _____

SECTION 4: Recommended Volunteer Sign-Up & Tracking Tools

To maintain accurate reporting, we encourage each chapter to use **approved digital tools** to manage sign-ups and hour tracking.

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Below are **free or low-cost platforms** your chapter can use to organize volunteers, track hours, and keep accurate digital records.

Volunteer Sign-Up Platforms

These tools allow students to sign up for events and automatically log participation.

Platform	Features	Link
SignUpGenius	Free sign-up forms, reminder emails, easy RSVP tracking	www.signupgenius.com
Google Forms	Free and customizable. Can be connected to Google Sheets	forms.google.com
Jotform	Easy to design service sign-up forms and export as spreadsheets	www.jotform.com
Eventbrite	Use for large service events; attendees register in advance	www.eventbrite.com

Volunteer Hour Tracking Tools

Use these platforms or templates to track service hours for individuals or groups.

Platform/Tool	Features	Link
Google Sheets	Free, live tracking; customizable templates available	sheets.google.com
Track It Forward	Designed for nonprofits and schools; volunteers log their own hours	www.trackitforward.com
Excel Templates	Offline use; customizable for chapter needs	Volunteer Excel Template Example
Your University's Platform	Some schools use systems like **iServe, GivePulse, iVolunteer**, or **iRattler** – check with your student affairs office	

Tips:

- Always **double-check volunteer names and emails** when using a sign-up platform.
- Keep **a backup spreadsheet or printed sign-in sheet** in case of tech issues.
- Take photos/screenshots as proof of volunteer turnout.

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SECTION 5: Important Notice on Accuracy

All volunteer hour submissions are subject to review and verification by EFF National Headquarters and your university. Chapters are expected to uphold truthfulness and stewardship when reporting hours. Any discrepancies, falsified records, or unethical submissions may result in disciplinary action.

If a third party (e.g., university office or scholarship program) needs further confirmation, they may email **info@estherfundsfoundation.org** or call the EFF National Office directly.

Thank You

Every hour served represents a student reached, a mission fulfilled, and a Kingdom impact made. We thank you for your faithful leadership in stewarding this responsibility with integrity and excellence.