



VolunteerRewards

VolunteerRewards makes employee participation in your volunteer incentive program easy. With an intuitive dashboard for tracking reward progress and status, email alerts, and non-profit hours verification in one automated system, program participation will increase.

Step 1: Set Up Your Customized Incentive Program

From your Account Homepage, click on the **VolunteerRewards** tab. Follow the simple setup flow:

- **Customize Program Parameters** for your Dollar or PTO Program.
- **Create Site Messaging** for Volunteers.
- **Customize Automatic Emails** for Program Participants.
- **Add Custom Questions** for Program Applicants.

VolunteerRewards Setup → START HERE

VolunteerRewards Program Parameters

What is the name of your VolunteerRewards Program? *

Which month does your volunteering program begin its fiscal year? *

How many hours does each employee need to volunteer to be eligible for a reward? *

Is there a deadline for when volunteers can apply their hours? *

There is no deadline for reward applications
 Volunteers need to apply for a reward within a given time frame from the date they volunteered.
 Volunteers need to apply for a reward within the same fiscal year as when they volunteered.

Grace Period: Days

Do the volunteer hours need to be verified within a certain time frame from the date the application is submitted? *

Yes No

Is there a maximum number of rewards that each employee may submit per year? *

Yes No Maximum number: *

Reward Type *

Reward Value *

Reward Recipient Options

Step 2: Volunteers Track Progress & Apply for Rewards.

- Volunteers will see their progress on a chart displayed on their **Account Homepage** and **Hours Tracking** page. As volunteers track hours, they will see their eligibility for a Reward increase.
- Once they're fully eligible, volunteers are invited to submit an application.
- Depending on your program parameters, applicants choose the reward recipient organization, verify hours tracking contacts and answer custom questions.

AcmeCorp Grants Summary

Bar graphs represent your progress towards eligibility for a volunteer reward

Volunteer for 20 hours and AcmeCorp will donate \$100 on your behalf

Current Hours Eligible:	80
Total value of contributions to date:	\$300.00

[Manage your Volunteer Hours](#)

[Program Policies](#)

Submit AcmeCorp Grants Application

Please review/complete the information below, then submit your reward application.

Reward Recipient

Reward Recipient Name	Kiva Microfunds
Address	3180 18th Street #201 San Francisco, CA 94110
Contact	Sam Mankiewicz (sam@kiva.org) Rich Bodo (rich@kiva.org) Christina Tierney (christina@kiva.org)
Reward Value	\$100.00

[Change Reward Recipient](#)

Hours Verification Information

Organization Name	Contact Information
Portfolio Risk and Strategy Analyst	Sam Mankiewicz, sam@kiva.org

[Edit Verification Contacts](#)

Step 3: View, Manage & Update Applications from the Program Dashboard.

- View the status of your program applications from a chart on your VolunteerRewards homepage.
- Make bulk updates on a group of applications.
- Open individual applications to see recipient information, application history, hours and attachments.
- Run reports with the Reports tool. Share them with other site administrators and with giving vendors or internal departments to cut the check.

VolunteerRewards Program Overview	
Approved Applications	1 view
Applications Pending Approval	1 view
Submitted Applications	18 view
Paid Amount	\$300.00

Results 1-18

Change Selected Applications to the following Status: [Save Changes](#)

Select All	ID	Submitted By	Recipient Organization	Application Status	Last Change	Value	Check Number	Action
<input type="checkbox"/>	11	Volunteer Admin	Boyetown Service Unit Girl Scouts	Paid	Jun 8, 2009	\$100.00	1	Details Update Email Applicant Email Recipient
<input type="checkbox"/>	18	Volunteer Admin	Boyetown Service Unit Girl Scouts	Paid	Jun 8, 2009	\$100.00	10	Details Update Email Applicant Email Recipient
<input checked="" type="checkbox"/>	48	Volunteer Admin	American Red Cross Bay Area	Pending Verification	Jun 8, 2009	\$100.00		Details Update Email Applicant Email Recipient
<input checked="" type="checkbox"/>	51	Volunteer Admin	Action for Animals, Inc.	Pending Verification	Jun 10, 2009	\$100.00	999	Details Update Email Applicant Email Recipient

*Additional questions? Please call your Client Relations Manager.