



G i f t s i n K i n d - T r a c k i n g Y o u r V o l u n t e e r T i m e

Lifewater is required to report volunteer hours - Gifts in Kind (GIK) to the IRS and USAID and private foundation grants.

Volunteers are required by the IRS to track and report to LI their own hours of service. In other words, it is not allowable for Lifewater to log or estimate GIK for the volunteer. Lifewater has a secure online time tracking system for volunteers to use to track their service hours for trips, stateside facilitation, as well as fundraising and advocacy and awareness efforts and other volunteer service. The secure, online system is called 14Dayz; it is a very easy to use.

Getting Started:

- Request start-up via email czurbach@lifewater.org.
- FTs provide answers to a few questions prior to the 14Dayz setup being completed
- The 14Dayz system then sends each FT an email with their secure log-in information
- Volunteers log hours by trip code, course number, or other efforts such as Advocacy and Awareness.

Tips & Tricks:

- When you receive your invitation email click on the link and then bookmark the Secure Log-in page for easy and quick access
- Always use Secure Log-in not the Standard Log-in option
- Columns 1, 2 and 4 must be filled in, column 3 is provides a place for abbreviated detail; helpful for recall of a completed activity or event
- Beginning a conference call? Log-in to 14Dayz – click the clock as the meeting begins and ends; round up or down to the nearest quarter hour and your time is automatically tracked
- Lifewater will pull reports once a month and asks that you record all your time for the month by the 5th day of the following month (e.g., Hours for November are entered no later than December 5th)
- Please do not record more than 12 hours in a day

Guidelines for tracking time:

Below are general lists for time tracking by activity. The 14Dayz has been set-up to meet the list below. We encourage you to log into 14Dayz and look at the different categories available to you. If you are unsure of the category to use please contact Lifewater for clarification or to suggest an additionally needed category.

Trips - Every team member tracks:

- Time **preparing for the trip**, including time spent on:
 - Fundraising for the trip
 - Travel arrangements, visas, immunizations
 - Team member forms
 - Curriculum preparation & planning (including purchasing training supplies, etc.)
 - Team conference calls, emailing, & other relevant correspondence
 - Other responsibilities and activities



- Time while **on the trip**, limited to:
 - Time spent traveling to and from the training venue (both to the country and daily to and from the training site)
 - Classroom and field day time
 - Daily debriefs/evaluation and course preparation
 - Time spent purchasing supplies & making arrangements for the training
 - Other training-related activities
- Time **after the trip**, including time spent on:
 - Filling out trip report & personal reflection
 - Team debrief conference calls
 - Other activities including expense report, feedback, curriculum feedback, mentoring feedback, etc

Stateside Course Facilitators track:

- Time **preparing for the stateside training**, including time spent on:
 - Travel arrangements
 - Team member forms
 - Curriculum preparation & planning (including purchasing training supplies, etc.)
 - Facilitator conference calls, emailing, & other relevant correspondence
 - Time spent traveling to the city the training will be held in
- Time while **facilitating**, limited to:
 - Time spent traveling to and from the training venue (both to the country and daily to and from the training site)
 - Classroom time
 - Daily debriefs/evaluation and course preparation
 - Time spent purchasing supplies & making arrangements for the training
 - Facilitator activities
- Time **after the stateside training**, including time spent on:
 - Time spent traveling home from the training city
 - Facilitator debrief conference calls
 - Finance and other reports - expense report, feedback, etc
 - Mentoring feedback

Fundraising and/or Advocacy and Awareness Efforts:

- Time tracking for Advocacy and Awareness or fundraising efforts begins at the planning stages all the way through any after event activities. All time spent planning and implementing these types of efforts is allowable for GIK tracking.