

## Recording your volunteering

Lymphoma Action would really like to understand the impact of volunteering across the UK. We already know there is plenty of valuable activities taking place each month, but we aren't fully aware of how much time you give, the breadth of activity taking place and how many people you are engaging with in your volunteering.

This information will not only help us celebrate and share the amazing activities you're doing – it will also help us to make a strong case for funding opportunities to develop and sustain our services, including our volunteering programme. For example, we'd love to share that volunteers have helped us reach X number of people by giving X number of hours, and break this down by role, region and activity type.

### How to record your activities

We want this process to be simple and informative. We have created an easy online form, which can be found here: <https://lymphoma-action.org.uk/log-hours>

**Depending on the frequency of your volunteering activities, you may find it useful to let us know after each activity you do or submit the total on a monthly basis.**

- If you are planning an activity that is happening in a different month, you can log planning as its own activity.
- Fill in a **new record for each different activity** and record the **total time spent** volunteering for that activity. **An estimate of your time is fine.**
- **Submit the form** when you have filled in all of the fields for each activity.

### Activity record fields

- **Your volunteering role** – please choose your role from the list or select 'Other/bespoke role' and write it in the box provided
- **Specific date or month** – the specific date of the activity or the month the activity took place. For example, 01.03.2020, or March 2020.
- **How many hours did you volunteer for this activity?** – including the time you spend organising/preparing the activity; your travel time (if applicable); carrying out the activity; communicating with your volunteer manager or other volunteers, and any training/learning for the activity.
- **Location of activity** – please write 'home' or 'online' if applicable.
- **What was the activity?** – if this field appears, please pick from the list of options or select 'Other...' and write the type of activity it was.
- **Further information about the activity** – please share anything else about the activity that might be relevant.

Thank you very much for helping us to celebrate and share the wonderful impact you help us make for people affected by lymphoma!