Getting Data from Better Impact for Your Virginia Master Naturalist Chapter's Annual Report

Virginia Master Naturalist State Program Office, November 2023

Before Running Reports

- Check your activities on Better Impact.
- Make sure that all activities that volunteers can report hours to are assigned to a Category (defined by the chapter) and an Activity Report Group (defined at the state level and starting with "VMN" in the name.)
- Make sure that all continuing education activities that volunteers can report hours to are assigned to the same, single Continuing Education category and to the VMN Continuing Education Activity Report Group.
- Remind chapter members to enter all hours by December 31.
- Spot check volunteers' hours to the degree that you are able. Then, when you run the reports described below, pay attention to any numbers that seem drastically different than previous years or that simply seem wrong based on what you know about your chapter. Anomalies such as these could be an indicator that someone entered something incorrectly.

Volunteer Enrollment Reports

To find the total number of enrolled volunteers in your chapter (chapter membership):
- From the Better Impact Administrator home page, click the Reports button at the top of the page, then choose the Personal Profile Raw Data report, under General Reports.
- Under Module and Status Filters, choose Accepted Volunteers only.
- Note that Chapter Partners/Instructors/Friends should not be counted as enrolled volunteers/members unless they have also gone through the VMN enrollment, screening, and training processes. Some of these individuals may have been brought into Better Impact as part of the import from our old system, but we marked them with a specific Qualification so that you can more easily filter them out. Click the Add Search Criteria button and choose Qualifications under Search Type. Select the Qualification called VMN Chapter Advisor/Partner/Instructor, set the Match Type to Is Empty, and click Add and Go.
- The resulting list should be your chapter's roster of people listed as Accepted volunteers, excluding individuals who are solely partners/instructors/friends. You can look at the total number on the screen or download the report as an Excel file.
- If your chapter has added additional individuals to your roster in 2022 who are not actually enrolled volunteers (such as generic profiles, various partners, etc.), they may not be filtered out with the Qualification described above, so please scan for those and do not count them as enrolled volunteers.

To find the total number of volunteers in your chapter who volunteered in 2022:
- Follow the directions above for the enrolled volunteers report.
- Click the Add Search Criteria button again. For Search Type, Choose Hours Logged.
- In the Hours Logged box, choose "is greater than or equal to" and enter "1" in the box.
- In the date fields, put 01/01/2022 in the box for "on or after" and 12/31/2022 in the "on or before" box.
- You do not need to filter by category, activity, or whether the hours were approved/unapproved.
- Click Add and Go.
- The resulting list should contain all the enrolled volunteers in your chapter who completed and logged at least an hour in Better Impact in 2022. You can look at the total number on the screen or download the report as an

Excel file.

Chapter Training

Your chapter's Training Chair should know the information requested on the form relating to the number of courses held, the graduation dates, the course format, the number of trainees, and the number of graduates. This information is not necessarily found in Better Impact.

If you are unsure of the total number of basic training course graduates over the lifetime of your chapter, check last year's annual report and add any new graduates from 2022.

To obtain the number of Continuing Education hours obtained by volunteers in your chapter:
- From the Better Impact Administrator home page, click the Reports button at the top of the page, then choose Hours by Activity Report Group.
- For the Date Range, enter 1/1/2022 - 12/31/2022. Click View Report.
- The resulting report will show the number of hours for Continuing Education, Citizen Science, Chapter Administration, Education and Outreach, and Stewardship. It also will show the number of volunteers who reported hours to each of those categories, and it will show the total number of hours contributed.

Volunteer Service

The method to obtain a list of projects (Activities) with VMN sponsoring agencies and the hours and volunteers associated with those Activities will depend on how your chapter set up your Activities.

If Activities with sponsoring agencies are labeled as such as part of their names, then follow this procedure:
- From the Better Impact Administrator home page, click the Reports button at the top of the page, then choose Hours by Activity.
- For the Date Range, enter 1/1/2022 - 12/31/2022. Click View Report.
- Scan the list for activities with sponsoring agencies and record the needed information on the annual report.

  If Activities with sponsoring agencies are labeled some other way (such as in a Feedback Field), you may need to run a different report, such as a Feedback Report. Please contact the VMN state office for help with your chapter's specific situation.

To obtain the number of hours and number of volunteers who contributed to Education/Outreach, Citizen Science, Stewardship, and Chapter Administration:
- Follow the directions described above for Continuing Education hours. As long as all of your chapter's Activities in Better Impact are assigned to the appropriate Activity Report Group, that report will provide the numbers you need.

To obtain the total number of direct and indirect contacts:
- From the Better Impact Administrator home page, click the Reports button at the top of the page, then choose Feedback Totals, under Feedback Reports.
- For the Date Range, enter 1/1/2022 -12/31/2022. Click View Report.
- The resulting report should show the totals for any quantitative Feedback Fields that you used with your Activities, including direct and indirect contacts.
- For Feedback Fields that use dropdown boxes, the report will show the number of times each choice was selected.

The method to obtain the number of different citizen science studies your chapter contributed to in 2022 will depend on how your chapter set up your Activities. If each citizen science study is a separate Activity, then simply follow the directions for the Hours by Activity report described above and count up the unique citizen science studies. If your chapter has multiple studies included within one Activity, you may need to use a different method,

such as looking at the Feedback Field raw data to see what volunteers wrote in the descriptions of their hours.

The method to obtain the number of sites improved through your chapter's Stewardship Activities in 2022 will depend on how your chapter set up your Activities and Feedback Fields. If sites were identified through dropdown menus in the Feedback Fields, then you can use the Feedback Totals report described above and count up the number of different sites.

Chapter Finances

Your chapter treasurer should be able to provide the information requested relating to training course fees, dues, grants, and other sources of funds.

Noteworthy Projects

We encourage you to solicit input from chapter members on the impacts of their service to guide you in choosing and describing your Noteworthy Projects. For inspiration, you can look at what volunteers have written in the Impacts Feedback Field (if you used it with any Activities.)

To read the Impacts Feedback Field results:
- From the Better Impact Administrator home page, click the Reports button at the top of the page, then choose Feedback – Column Layout Raw Data
- For the Date Volunteered, enter From 1/1/2023 and To 12/31/2023. You do not need to enter anything for Date Created.
- If you want to look at just one Category, you can filter on that.
- Under Columns to Include, choose the Feedback Field called Impact, along with any other data you want to display. Click to View or Export the Feedback Fields.
- Note that this report will have quite a lot of data if your chapter uses the Impact Feedback Field often. Many times, volunteers may not enter much that is meaningful there. But, there are occasionally wonderful stories and impacts described, so it is worth a look.