

**Omega Leo Medical Explorer Post 4077, San Marcos, Texas:
Capitol Area Council, Scouting America (Boy Scouts), and
Lions Clubs International**

**Standard Operating Procedure 1100.02.02 – Maintaining a Spreadsheet
Record of Your Volunteer and Training Hours (September 23, 2025)**

Prepared or Last Modified

Originally prepared by Charles Johnson, PhD, Senior Omega Leo Medical Explorer Advisor, Post 4077: March 19, 2022

Last modified by Charles Johnson, PhD, Senior Omega Leo Medical Explorer Advisor, Post 4077: September 23, 2025 (New template prepared, ask Dr. Johnson to e-mail you the template.)

Review within the Omega Leo Medical Explorer Post 4077 Officers

Reviewed by the Omega Leo Medical Explorer Training Officer: **Needs review**

Reviewed by the Omega Leo Medical Explorer Chief Volunteer Coordinator: **Needs review**

Reviewed by the Omega Leo Medical Explorer Vice-President of Systems: **Needs review**

Reviewed by the Omega Leo Medical Explorer Vice-President of Operations: **Needs review**

Review by Senior Omega Leo Medical Explorer Advisor for Consistency with Other Existing Policies

Last Reviewed by Charles Johnson, PhD, Senior Omega Leo Medical Explorer Advisor, September 23, 2025

Review by agencies outside of Omega Leo Medical Explorer Post 4077

None

Omega Leo Medical Explorer Officer or Advisor with Annual Review Responsibility

Charles Johnson, PhD, Senior Omega Leo Medical Explorer Advisor, **Review Month: July**

Those with responsibilities in this SOP include:

1. Each Omega Leo Medical Explorer member
2. Omega Leo Medical Explorer Training Officer
3. Omega Leo Medical Explorer Chief Volunteer Coordinator
4. Senior Omega Leo Medical Explorer Advisor

Other Standard Operating Procedures Referenced In or Impacted by Changes in this SOP:

SOP 0050.10.01 Monthly Report of All Omega Leo Medical Explorer Volunteer & Training Hours

SOP 1100.10.01 Writing Your Omega Leo Medical Explorer Resume

The procedures and requirements related reporting individual volunteer & training hours in an electronic spreadsheet are as follow:

I. Purpose

1. The Omega Leo Medical Explorer volunteer program is an extensive and complex system of volunteer opportunities including both medical and non-medical opportunities. To help identify members deserving of recognition and awards, the Omega Leo Medical Explorer resume and associated spreadsheet record of member volunteer and training hours is an important responsibility of each member. These two documents are essential tools that help our officers manage our complex organization, and help us meet our responsibility to other groups who need to know more about our volunteer and training activities.
2. To accomplish the complex reporting of all our volunteer and training hours, the spreadsheet needs to follow a specific and common format. This common format will enable quick data entry by our Omega Leo Medical Explorer officers responsible for the needed monthly reports.
3. The individual member spreadsheet report of volunteer and training hours is an essential document allowing us to meet our reporting requirements and better manage our volunteer program.

II. The Structure of the Omega Leo Medical Explorer Volunteer & Training Hour Spreadsheet

1. Each Omega Leo Medical Explorer shall keep a record of their training and volunteer hours using the format shown in Appendix A. **It is IMPORTANT** that you follow the ORDER of the various volunteer opportunities as shown in the example report attachment A. This is the order used in the monthly summary report for ALL members with overall totals. If you change the order and format, your spreadsheet will not be helpful in making our monthly reports.
2. We believe that decisions about where to record different training and volunteer activities should not be confusing, but if you are confused about how to record a particular activity you should seek the advice of an advanced Omega Leo Medical Explorer officer or the Senior Omega Leo Medical Explorer Advisor, Dr. Johnson.

III. Frequency of Filing an Updated Your Omega Leo Medical Explorer Resume and Hours Spreadsheet

1. **Monthly is the preferred frequency** for filing updated Medical Explorer resumes and volunteer hour spreadsheets, especially if the member has been involved in multiple training or volunteer opportunities. Our accumulated organization volunteer report will also show the date for your last updated resume and spreadsheet. You should not have greater than two months shown on our summery report since you last filed an updated resume and spreadsheet. Longer than two months shows a disinterest in the reputation of our organization and little or no interest in helping us improve as a premier organization serving students seeking future careers as health professionals.
2. Please remember that the Omega Leo Medical Explorer resume and spreadsheet are tools used to select members for advanced volunteer and shadow opportunities. Without an updated record of your achievements, it is difficult to help you improve your volunteer accomplishments needed for applications to professional schools. Advanced volunteer and shadow placements available through our Omega Leo Medical Explorer organization can make a big difference to admission committees in professional schools.

IV. Submitting Your Updated Volunteer Hour Spreadsheet

1. Submit your updated resume and spreadsheet to the following:
 - a. To any Omega Leo Medical Explorer Officer asking for Resumes and Spreadsheets to be used in the selection of crews for advanced volunteer opportunities.
 - b. Omega Leo Medical Explorer Training Officer
 - c. Omega Leo Medical Explorer Chief Volunteer Coordinator/Vice-President of Operations
 - d. Senior Omega Leo Medical Explorer Advisor – Dr. Johnson

Calendar Considerations:

1. Each Omega Leo Medical Explorer member should consider updating their Medical Explorer resume and volunteer hour spreadsheet on a monthly basis, but no longer than every two months. A organization summary report is prepared on a monthly basis to measure our total volunteer hours, so to be included in that report you should submit your updated records by the second Monday of each month. Later submissions may mean your latest record will not be part of the summary report for our organization. We submit this summary report to others who are asking for updates on our volunteer hours as a whole.

Note: All Medical Explorer members and officers are encouraged to comment and suggest changes to any Medical Explorer Standard Operating Procedure (SOP). Suggestions can be directed to the Medical Explorer Vice-President of Systems or our Senior Advisor.

Appendix A. The full Excel template is available having all reporting section from A to Z. Ask for the template. Don't try to reproduce it yourself. This example is incomplete! The template automatically does the math.

Medical Explorer Volunteer Hour Spreadsheet Record July 1 through June 30 of this Academic Year

Name	12 Mo. Presidential Award Start:				
Summary Of Volunteer Hours	12 Mo. Presidential Award End:				
Date This Spreadsheet Submitted:					
Volunteer Category	SOP 1102.021 Template				
A	Hospital Volunteer Hours (include any orientation or training)				
Hospital Name	Supervisor	Date	Hours	Subtotal	
			0.00	0.00	
			0.00	0.00	
			0.00	0.00	
			0.00	0.00	
			0.00	0.00	
			0.00	0.00	
			0.00	0.00	
			0.00	0.00	
B	Hospice Volunteer Hours (include any orientation or training)				
Hospice Name	Supervisor	Date	Hours	Subtotal	
			0.00	0.00	
			0.00	0.00	
			0.00	0.00	
			0.00	0.00	
			0.00	0.00	
			0.00	0.00	
			0.00	0.00	
			0.00	0.00	
C	EMS Ride-Along (include any orientation or training)				
EMS City or EMS Organization or Unit	Supervisor	Date	Hours	Subtotal	
			0.00	0.00	
			0.00	0.00	
			0.00	0.00	
			0.00	0.00	
			0.00	0.00	
			0.00	0.00	
			0.00	0.00	

Medical Explorer Volunteer Hour Spreadsheet Record July 1 through June 30 of this Academic Year

						0.00	0.00
						0.00	0.00
						0.00	0.00
D	<u>CMTA or Other Church Sponsored Medical Mission Trips (Domestic or International)</u>						
	Sponsoring Organization	Supervisor/MedEx Leader	Date	Hours	Subtotal		
				0.00	0.00		
				0.00	0.00		
				0.00	0.00		
				0.00	0.00		
E	<u>Mental Health Police Ride-Along Opportunities (Include University Police)</u>						
	Police or Sheriff City/County	Officer/Deputy Name	Date	Hours	Subtotal		
				0.00	0.00		
				0.00	0.00		
				0.00	0.00		
				0.00	0.00		
				0.00	0.00		
F	<u>CERT (any designated CERT activity)/First-Aid Operations (Include CERT, FEMA Training)</u>						
	Event Name	Supervisor/MedEx Leader	Date	Hours	Subtotal		
				0.00	0.00		
				0.00	0.00		
				0.00	0.00		
				0.00	0.00		
				0.00	0.00		
				0.00	0.00		
				0.00	0.00		

