The German Survey on Volunteering - Der Deutsche Freiwilligensurvey: User manual for SUF FWS 2014, Version 1.3

Hameister, Nicole; Kausmann, Corinna; Müller, Doreen

DZA | Deutsches Zentrum
für Altersfragen
Forschungsdatenzentrum

January 2019

The German Survey on Volunteering – Der Deutsche Freiwilligensurvey

User Manual for SUF FWS 2014, Version 1.3

Nicole Hameister, Corinna Kausmann & Doreen Müller

German Centre of Gerontology –
Deutsches Zentrum für Altersfragen (DZA)
Manfred-von-Richthofen-Straße 2
12101 Berlin
Phone   +49 (0)30 – 26 07 40-0
Fax   +49 (0)30 – 78 54 350
EMail   fdz@dza.de

CONTENTS

1 THE GERMAN SURVEY ON VOLUNTEERING 2014

The German Survey on Volunteering (Deutscher Freiwilligensurvey, FWS) is a representative survey on volunteering in Germany, focused on persons aged 14 and above, funded by the Federal Ministry of Family Affairs, Senior Citizens, Women and Youth (German: Bundesministerium für Familie, Senioren, Frauen und Jugend, BMFSFJ). The Survey on Volunteering is the largest study on volunteering and holding honorary office in Germany. It offers a central basis upon which to provide social reporting on volunteering. Extent and context of volunteering, donations, the willingness to volunteer and their motives have been surveyed in telephone interviews. Data can be differentiated by social and regional characteristics.

Data of the Survey on Volunteering (FWS) have been surveyed every five years since 1999. The fourth wave took place in 2014. For every wave a separate random sample was drawn, therefore the data is cross-sectional. Until 2009, the survey was managed and conducted by TNS Infratest Sozialforschung (1999 Infratest Burke). Since December 2011 it has been scientifically managed and supervised by the German Centre of Gerontology (DZA). The interviews of the fourth wave were conducted by infas - Institute for Applied Social Sciences in 2014. Data sets of all waves have been edited by the DZA as Scientific Use Files and are available at the Research Data Centre of the DZA (Forschungsdatenzentrum – FDZ-DZA).

This user manual intends to facilitate working with the SUF German Survey on Volunteering 2014 and could be useful to consult for all issues of data management. For usage of the first three waves we recommend the user manual 2009-2004-1999 (Hameister et al. 2017).

1.1 Contents of the Survey on Volunteering

In the Survey on Volunteering 2014 information on the following topics has been surveyed:

– Activity and volunteering in general:
  o Activity in 14 societal areas
  o Volunteering in 14 societal areas
  o Volunteering potential
  o Previous volunteering
– Information on voluntary activity (in case of more than one voluntary activity: most time-consuming activity):
  o Organisational framework
  o Target groups and outline
  o Expenditure of time
  o Remuneration
  o Motives and expectations
– Context of volunteering (in case of more than one voluntary activity: most time-consuming activity):
  o Characteristics of the organisation
  o Information and contact offices for volunteering
  o Information on the place of residence
  o Regulatory framework
– Further civic activities:
  o Donation
  o Volunteer service
  o Support in social network
  o Club membership
  o Political activity
– Further information about the respondent:
  o Sociodemographic and socio-economic information
  o Migration background
  o Values
  o Life satisfaction und health
  o Religion

1.2　Design and sample of the Survey on Volunteering

The FWS 2014 is based on a representative sample of the resident population in Germany aged 14 years and older. The computer assisted telephone interviews were conducted from April to November 2014. The sampling of the fourth wave is outlined as a dual-frame approach: about 70 per cent of the interviews were conducted by landline and 30 per cent by mobile phone. The sampling frames were generated using the Häder/Gabler-method according to ADM-standards.

The interviews, which lasted about 30 minutes on average, were conducted mostly in German and if required it could be switched to foreign-language interview in Turkish, Russian, Polish, Arabic and English, conducted by native speaker interviewers.

The samples have been stratified disproportionally according to the federal states (Bundesländer) to achieve sufficient sample sizes for separate analyses of the 16 states. The sample of the FWS 2014 contains 28,690 interviews. In every federal state at least 1,100 respondents were surveyed. In the most populous states the number of interviews was respectively higher. Figure 1 presents the disproportionality of the number of cases and the adjusted distribution of the weighted number of cases. Figure 2 includes information on sample sample regarding gender and age groups relative to the overall resident population in Germany.

Further information can be found in the chapter on data and methods of the FWS 2014 (Simonson, Hameister & Vogel, 2017) and in the Methodological Report of infas (Schiel et al., 2015). Both can be downloaded here: www.fdz-dza.de (English → German Survey on Volunteering → FWS documentation) and are available in German language only.

Figure 1: Composition of the Samples FWS 2014 by Federal States: Unweighted and weighted compared to overall resident population
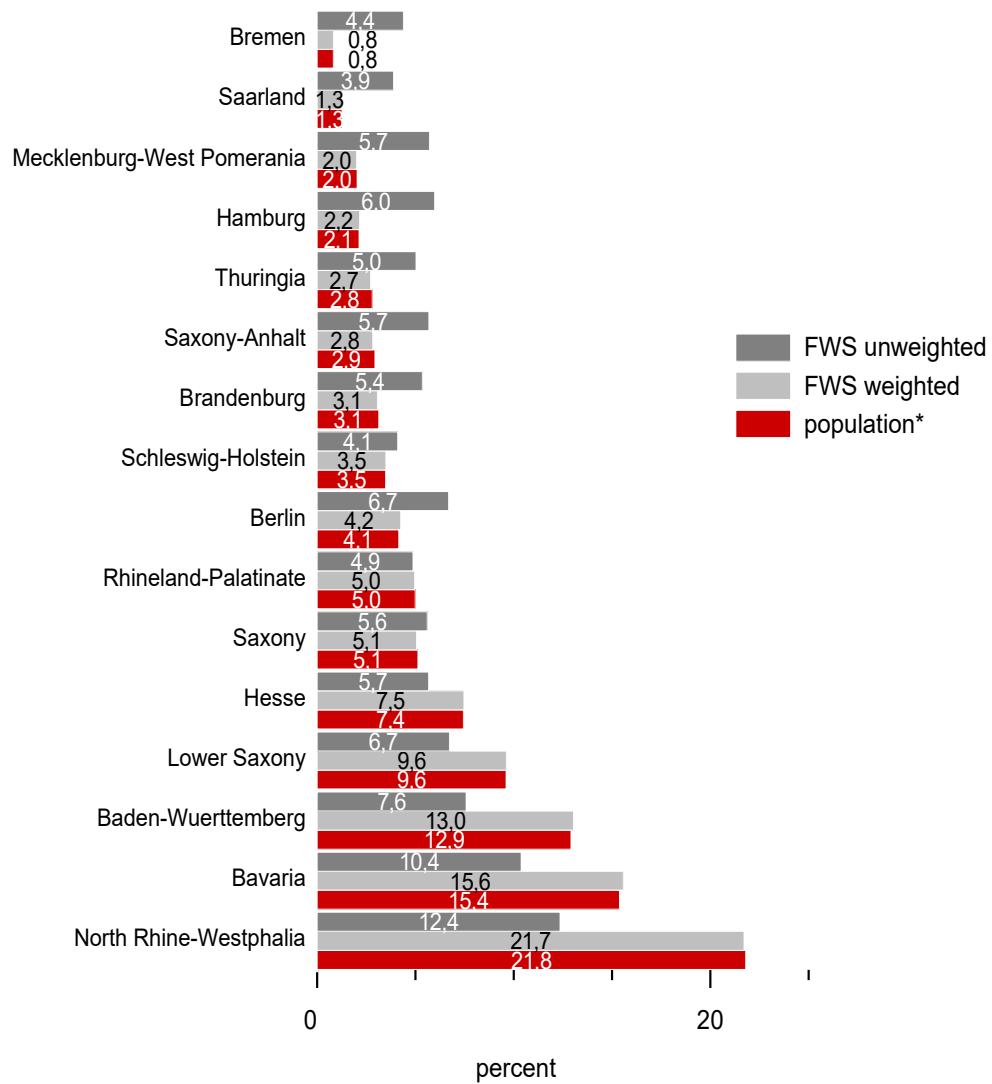
Source: own calculations, * Statistisches Bundesamt (2013): Forward projection of population status (status: 31.12.2013)

Figure 2: Composition of the Samples FWS 2014 by gender and age: Unweighted and weighted relative to overall resident population
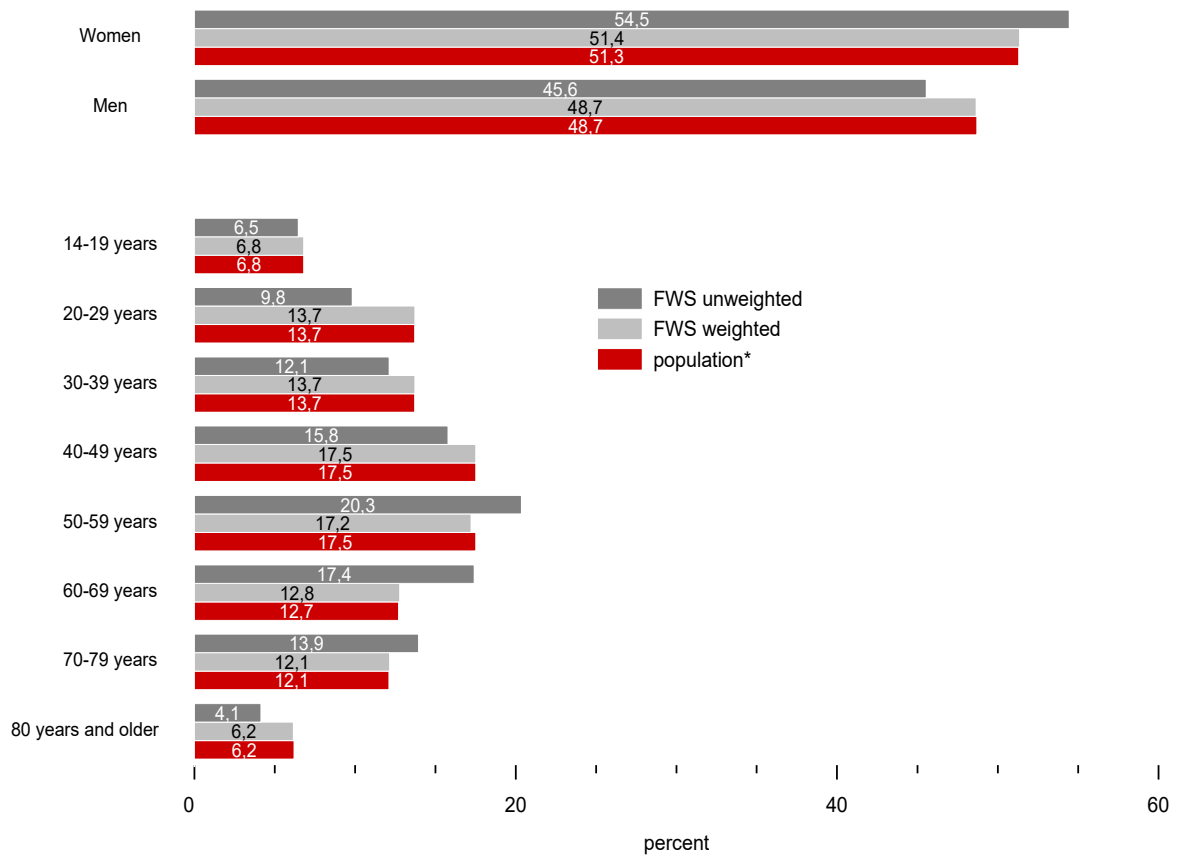
Source: own calculations, * Statistisches Bundesamt (2013): Forward projection of population status (status: 31.12.2013)

1.3   Survey instrument

The questionnaire is split into several question sets which have been either directed at all respondents (100, 200, 600, 700, 800) or solely at volunteering (300, 400) or non-volunteering (500) respondents. Due to data protection the questions of set 800 are not included in the SUF FWS 2014. Figure 3 presents an overview of the interview process.

Figure 3: Interview process of the FWS 2014

Volunteers	Non-Volunteers	
Set of questions 100 Personal details I		
Set of questions 200 Activity and volunteering query		
Set of questions 300 Volunteering in general	**Set of questions 500** Earlier volunteering and volunteering potential	
Set of questions 400 Most time-consuming voluntary activity		
Set of questions 600 Informal support		
Set of questions 700 Living situation, personal details II		
Set of questions 800 Year of birth, telephone connections, Postal code		

Source: Own illustration. Set of questions 800 is because of data protection not part of the SUF FWS 2014.

Comprehensive information on survey content is provided in Table 2 in Section 4.1. The survey instrument 2014 including all questions, interviewer instructions, filter information and coding of the possible responses is documented in Simonson et al., 2016 and available for download on the FDZ-DZA-website: www.fdz-dza.de (English: German Survey on Volunteering → FWS-Documentation).

2 DATA FORMAT AND CLASSIFICATIONS

2.1 What's new in version 1.3

Compared to the previous version, the updated version 1.3 contains an additional weighting variable as well as minor improvements (especially adjustments of variable and value labels) and a correction of regional variables (region size and BBSR indicators).

2.2 Data format

The SUF FWS 2014 is available in SPSS and in Stata data format. The data sets have been created on respondents' level, i.e. every person is represented by one case. Version 1.3 is available with German and English labels for variables and values. In SPSS-format, two individual files are provided, in Stata-format both label languages are included in a single data file. The Stata command mlanguage {select|set} languagename (en for English and de for German) selects between the language sets.

2.3 Classification of variable names

The SUF FWS 2014 contains two types of variables: Variables that refer directly to the questionnaire and external variables that have been added or generated by the survey agency or the FDZ-DZA (e. g. country of birth, employment status or migration background).

Only small letters are used for the names of the variables. All variables of the FWS 2014 start with the prefix "w4_" (=wave four).

Original variables (refer directly to questions in the questionnaire)

Variables that refer directly to questions in the questionnaire are named as follows: The prefix "w4_" is followed by the name of the three-digit question number (e.g. "158") and if necessary with a sub-numeration after an underscore, if the answer options of a question with multiple answer options have been recorded in different variables (e. g. "_3"). The first number of the three-digit question number refers always to question set.

> Example:
> "w4_158_3" → Wave 4, Set of question 100, question 158, sub-question 3

External variables (added or generated)

External variables are characterised by a "speaking" name (in German) after the prefix "w4_" and are explained in detail in the section on generated and added variables.

Example:
"w4_alter" → Wave 4, Alter(=age)

2.4   Classification of Missing Value Codes

Five separate missing value codes have been assigned consistently to all variables and used to differentiate the missing values of all data sets. Table 1 sums up missing values and their-variation between data formats (Stata and SPSS).

Table 1: Missing Values-Codes in the SUF FWS 2014

Stata	SPSS	Value label	Comment
.a	-1	Refusal	The respondent refused to answer the question.
.b	-2	Do not know	The respondent replied "Don't know".
.c	-3	Does not apply	The respondent was not asked this question because it did not fit the situation of this person for reasons of content (filtered).
.d	-4	Deleted during data editing	This value was coded as missing in the course of data edition by the FDZ-DZA or Infratest (e.g. due to inconsistency).
.e	-5	For technical reasons not available	Information is not available due to technical reasons in data collection.

3 DATA EDITING

Data editing included several checks: the open-coded responses on volunteering were examined to assess whether the given activities contradicted the concept of "volunteering" or not. In addition, numerous plausibility and consistency tests were carried out, filter information was tested and sensitive responses were anonymised. The following section describes these checks in more detail.

3.1 Examination of self-assessment of volunteering

Open-coded questions to each voluntary activity were asked in the Survey on Volunteering 2014. Respondents described briefly in their own words the type of group or organisation, their task or job and the designation of the voluntary activity. Overall, there are open responses for 25,530 activities. In individual cases the respondents named activities that are contrary to the concept of the Enquete-Commission on the Future of Civic Engagement. Following independent examinations by two FWS project team members, in these cases the respondents' status was recoded as 'non-volunteering'. The main principle applied in this examination process was that the self-assessment of the respondent had priority. The self-assessment of their activity as having volunteering character was maintained if indications were equivocal or the open responses were missing, for example if a person was not willing to give further information about the activity. The specific test criteria for the assessment that an activity was not volunteering were:

- The activity is professional or paid for:

    indications for remuneration (e.g. paid lectureship, as a sideline) or as vocational preparation (e.g. internship).

- The activity takes place within working hours:

    activities that apply to internal tasks (e.g. ‚employee representative', ‚staff council representative', , conflict management ', ‚first-aid attendant in school'),

    However, private tuition for trainees at the weekend (internal activities outside working hours) and position of lay assessor in court (external activity that is possibly practised within working hours) were assessed as volunteering.

- The activity takes place exclusively within family or among friends:

    non-public activities for family members or members of personal circle of friends (e.g. 'take care of my grandma', 'help my friend with shopping').
    However, privately organised activities that are addressed to a larger group of people (e.g. 'neighbourhood assistance') were assessed as volunteering.

– The activity is a hobby without co-operative team character:

leisure time activities, exercised without additional tasks (characterised with terms like ‚instruction', ‚organisation', , assistance ') or take place on one's own or loose group without team character – for example "singing in front of the mirror"

– The activity is a passive membership:

passive membership (e.g. ‚member', ‚pay the fee ') without taking on duties. However, membership in self-help groups was assessed as volunteering because passive membership seems unlikely.

Donation: Monetary or blood (-plasma) donation (e.g. "sponsor", "blood donor") if it is not a task which enables the acquisition and organisation of donation (like catering of blood donors or fundraising).Sponsorship of children were assessed as volunteering.

Overall, after testing 96 respondents were recoded from "volunteering" to "not volunteering". In these 96 cases the information about volunteering was coded as missing (".d" or. "-4": "Deleted during data editing"). This relates to the set of questions 300 about volunteering and the set of questions 400 about the (most time-consuming) voluntary activity.

In further 92 cases with more than one voluntary activities only the most time-consuming voluntary activity was recoded as non-volunteering, but not all of their voluntary activities. In these cases only the set of questions 400 about the most time-consuming voluntary activity was coded as missing ".d" or. "-4". In the set of questions 300 (volunteering in general) the valid data remained unchanged, and these respondents also kept their "volunteering" status.

A detailed description of the correction process, including a comparison with the former waves of the German Survey on Volunteering, is presented in the Chapter "Data and Methods" in the main report about the German Survey on Volunteering 2014 (Simonson, Hameister, Vogel 2017: 77 ff.), which can be downloaded here: www.fdz-dza.de (English: German Survey on Volunteering → FWS-Documentation– only available in German).

3.2 Testing for plausibility and consistency in contents

The FDZ-DZA has tested the plausibility of single information and the logical consistency of several combinations of the respondents' information.

Values in certain variables were changed if they were implausible:

– The maximum of the weekly working time ("w4_134") was determined at 80 hours a week. Working hours exceeding this maximum were recoded to the 80 hours.

– The duration of living at current residence ("w4_155") was examined with regard to its plausibility with age. In one case the duration of living at current residence was one year more than respondents' age. Therefore the duration of living at current residence was recoded to respondent's age.

– The minimum age of first time volunteering ("w4_302", "w4_502") was determined at the age of 6 years and shortfalls of this minimum age were recoded to "6" (same procedure as for SUF FWS 2009).

– One of the respondents states a higher biographical duration of the current volunteering ("w4_437") than their current age. Other respondents state that they began their current voluntary activity at an age below six. In these cases the biographical duration of the current volunteering was recoded as age minus six years.

– The amount of time in hours per year spent for voluntary activities ("w4_eng_std_ges", "w4_eng_std_zeitaufw") and for all forms of informal support, excluding nursing care ("w4_std_iul_kind", "w4_std_iul_hilfe"), was assigned a maximum value of 4160 hours per year (80 hours a week * 52 weeks). The maximum amount of time in hours in case of nursing care ("w4_iul_std_pflege") and informal support in general ("w4_iul_std_ges") were limited to 8760 hours per year (24 hours a day * 365 days). Higher scores were recoded to the respectively specified maximum value.

Other variables that contain plausible information but which is inconsistent in combination with other information were not changed because it is not clear which of the information contain the measurement error:

– The information of employed respondents in the categorical classification of full-time or part-time or marginal employment ("w4_115") in some cases does not fit the metric information of weekly working hours ("w4_134"). Some respondents stating full-time employment report less than 35 hours a week of working time later in the interview process. Vice versa, other respondents indicating an employment status of part-time or marginal also report to work more than 35 hours a week. This inconsistence is reflected partially in the generated variable "w4_erwst" which assumes the categorical

information for the differentiation between full-time and part-time employment primary from "w4_115" to be true and only in case of missing values on w4_115 reverts to the metric variable on weekly working hours "w4_134".

- Furthermore, the added hours of volunteering per year ("w4_std_eng_ges"), informal support ("w4_std_iul_ges") and employment ("w4_134") are noticeably high for some respondents and in some cases even exceed the total available hours per year.

- Also some of the respondents with more than one volunteering activity report more hours for their most time-consuming activity than for all practiced voluntary activities (including their most time-consuming one) in total ("w4_std_eng_ges").

Data users should check for these and potentially further inconsistency before starting their analyses.

3.3 Editing of data to ensure factual anonymity

In order to maintain respondents' factual anonymity, information on certain variables has been edited if the cells have less than five cases. For metric variables this was attained categorising maximum or minimum values, for categorical variables missing values ".d" or. "-4"("Deleted during data editing ") were assigned. These procedures affect information on:

- Age ("w4_alter")
- Respondents' country of birth and for their parents ("w4_gebland", "w4_gebland_mut", "w4_gebland_vat")
- Age of migration to Germany ("w4_105")
- Number of persons in the household ("w4_106")
- Age of children in the household ("w4_108_$")
- Duration of employment status ("w4_118")
- Weekly working hours ("w4_134")
- Duration of living at current residence ("w4_155")
- Volunteered for the first time at the age of ("w4_302", "w4_502")
- Number of years exercising the voluntary activity ("w4_437")

Because of data protection the open-coded answers on the most time-consuming activity are contained in anonymised form. These answers relate to the information about the type of the group, organisation or institution ("w4_oa_orga"); the information about tasks ("w4_oa_taet") and the information about the name of the activity ("w4_oa_name"). Open responses which contained sensitive information that might allow to identify the respondent have been generalised. These modifications of open responses are marked with the prefix ‚#'.

3.4 Changes between versions 1.2 and 1.3

The SUF FWS 2014, version 1.3, contains the following updates:

– renaming of variable „w4_bbsr_diffregtyp" to „w4_bbsr_stadtland" und adjusting of labels

– minor changes in labels of „w4_gkbik10" and „w4_438_6"

– German value labels for the three variables containing information on country of birth („w4_gebland", „w4_gebland_mut" and „w4_gebland_vat)

– Information on regional size as well as region and district types (w4_gkbik10 to w4_bbssr_stadtland) have been recoded as missing (.c/-3), if respondents had not given permission to merge their interview data to regional characteristics via postal code (Post-leitzahl). For some of these respondents, previous versions contained regional information that had been generated using the temporarily saved pre-selection code of the landline number. In our understanding, General Data Protection Regulation does not allow for this procedure any more.

– The SUF FWS 2014, 1.3 provides an additional weighting variable, "w4_pgew3", which adjusts for non-random refusal to merge interview and regional data. This weighting factor includes adjustment for education as does "w4_pgew2" and should be applied for all analyses that include regional characteristics (region size and the BBSR variables).

4   VARIABLES IN THE SURVEY

4.1   Overview of original and added variables

The information surveyed in the FWS 2014 has been grouped into topics – see Table 2. It gives an overview of the variable names of the surveyed contents. For a complete overview of variables and items including the value categories integrated in the available SUFs of all FWS waves, the FDZ-DZA provides a variable correspondence list. It is available for download at www.fdz-dza.de (English → German Survey on Volunteering → FWS-Documentation).

Several variables were generated or added to the SUFs (see Table 2) to facilitate working with the data. Users can receive syntax files for these variables (marked with an asterisk): www.fdz-dza.de (English: German Survey on Volunteering → FWS-Documentation). In the following sections the variables will be explained briefly.

Table 2: Variables in the SUF FWS 2014

Description	Original variables	Generated/added variables
Technical Variables (all)		
ID-number of the respondent		w4_idp
Weighting factor Weighting factor incl. adjustment for educational level Weighting factor regional analyses, incl. adjustment for educational level		w4_pgew w4_pgew2 w4_pgew3
Regional indicators		w4_bula w4_ostwest* w4_gkbik10 w4_bbsr_regtyp w4_bbsr_krstyp w4_bbsr_diffregtyp
Interview language	w4_sprache w4_intsprache	
Subsample (mobile phone, landline)	w4_teilstp	
Age		w4_alter w4_altgr4* w4_altgr13*
Set of questions 100: Personal details (all)		
Sociodemographic information	w4_101 - 102 w4_105	w4_geschlecht
Household constellation	w4_106 - 110 w4_113	w4_hhkons*

Marital status	w4_111 - 112	
Employment status	w4_114 - 116 w4_118 - 120	
School attendance	w4_121 - 123	
Educational level	w4_124 - 131	w4_schulab* w4_isced* w4_isced3*
Employment and professional position	w4_132 - 140	w4_erwst* w4_erwt_d* w4_nerw* w4_stib*
Migration background I	w4_141 - 143	w4_gebland w4_gebreg*
Military service and volunteering service	w4_144 - 147	w4_fd_$*
Social network	w4_149 - 151	
Religion	w4_152 - 154	
Place of residence	w4_155 - 156	
Club membership	w4_157	
Political activity	w4_158 - 159	
Set of questions 200: Activity and volunteering query (all)		
Activity in 14 societal areas	w4_201	
Volunteering in 14 societal areas		w4_anz_eng w4_engbereich_$ w4_anz_taet_ber_$ w4_eng* w4_agrad* w4_oa_orga w4_oa_taet w4_oa_name
Set of questions 300: Volunteering in general (Volunteers)		
Volunteering potential	w4_301	w4_eint*
Motives for volunteering in general	w4_303	
Time spent for volunteering in general	w4_302 w4_304 - 306	w4_std_eng_ges*
Selection of most time-consuming voluntary activity		w4_ber_zeitaufw*
Set of questions 400: The most time-consuming voluntary activity (Volunteers)		
Geographical reference and target groups	w4_401 - 406	
Characteristics of the organisation	w4_407 - 412	
Outline of voluntary activity	w4_413 - 414	
Gaining and sharing knowledge	w4_415 - 421	
Time spent for volunteering activity	w4_422 - 424 w4_437	w4_std_eng_zeitaufw*
Costs, reimbursement and payments	w4_425 - 433	w4_verguetung*
Content-related proximity to gainful employment	w4_434 - 435 w4_440 - 441	

Motives	w4_436	
Impetus	w4_438 - 439	
Suggestions for improvements	w4_442 - 443	
Set of questions 500: Previous volunteering and volunteering potential (Non-volunteers)		
Previous volunteering	w4_501 - 502	
Reasons for ending previous volunteering activity	w4_503	
Impediments	w4_504	
Volunteering potential	w4_505 - 507	
Set of questions 600: Informal support and donation (all)		
Informal support in general		w4_iul* w4_iul_std_ges*
Child care	w4_601 - 604	w4_iul_kind* w4_iul_std_kind*
Nursing care and legal guardianship	w4_605 - 612	w4_iul_pflege* w4_iul_std_pflege*
Instrumental support	w4_613 - 616	w4_iul_hilfe* w4_iul_std_hilfe*
Donations	w4_617 - 620	w4_geldspende*
Set of questions 700: Living situation, personal details (all)		
Integration	w4_701 w4_702	
Knowledge of language and language usage	w4_703 - 704	
Parental volunteering	w4_705 - 706	
Migration background II	w4_707 w4_712 - 713	w4_gebland_mut w4_gebland_vat w4_gebreg_mut* w4_gebreg_vat* w4_mig_$*
Time budget	w4_714	
Trust and self-efficacy expectation	w4_715 - 716	
Well-being	w4_717	
Health	w4_718 - 719	
Values	w4_720	
Financial situation	w4_721 - 725	w4_hheink*

* Upon request, registered users can receive the respective syntax files from the FDZ-DZA.

4.2   Generated variables for further information about the person

For most of the following generated variables the syntax is available online: www.fdz-dza.de (English: German Survey on Volunteering → FWS-Documentation).

ID-number of the respondent: w4_idp

The person ID "w$_idp" ensures the clear designation of an interviewed person. It is a six-digit number: the first digit displays the survey wave (SUF FWS 2014: "4"), the five following digits represent the respondents. The ID-number was assigned randomly after the survey.

Weighting: w4_pgew and w4_pgew2

To calculate volunteering indicators on the federal level, data need to be weighted. The weighting factor provided by infas, "w4_pgew", retrospectively adjusts for sample errors for all respondents according to the selection probability and is used throughout all FWS reports. The following factors are included to determine selection probability: number of target persons in the household 14 years old and above, number of landline and mobile numbers and subsample (base sample landline, reinforcement sample landline and mobile sample). Gender, age groups, federal state and BIK (regional size classes) were considered to reach harmonisation to the total population residing in private households in Germany from age 14 upwards. A more detailed description of the weighting procedure can be found in the methodological report of infas and in the chapter "Data and Methods" of the main report (Simonson, Hameister & Vogel 2017: 76f), which can be downloaded here: www.fdz-dza.de (English: German Survey on Volunteering → FWS-Documentation – available only in German).

The alternative weighting factor "w4_pgew2"additionally takes the distribution of educational levels of the total population into account and thus compensates for educational sampling bias in the Survey on Volunteering. Analyses weighted with "w4_pgew2" result in a slightly lower overall volunteering rate. For data users who want to work with results that are comparable to those already published in the FWS reports, we recommend the use of "w4_pgew".

Regional indicators: w4_bula, w4_ostwest, w4_gkbik10, w4_bbsr_$

The variable "w4_bula" describes the federal state where the respondents lives at the time of the interview. The variable "w$_ostwest" contains information on whether the respondent lives in Eastern or Western Germany (Berlin is coded as Eastern Germany). The BIK regional size classes ("w4_gkbik10") and several BBSR indicators ("w4_bbsr_regtyp", "w4_bbsr_krstyp" and "w4_bbsr_diffregtyp") provide information about regional and district types which are used and provided by the Federal Institute for Research on Building, Urban Affairs and Spatial Development (Bundesinstitut für Bau-, Stadt- und Raumforschung – BBSR).

Age groups: w4_altgr$

Respondents' age has been recorded in the Survey on Volunteering ("w4_alter"). The variable "w4_altsgr4" indicates one of four age groups. Variable "w4_altgr13" collapses age into 13 age groups.

Education: w4_schulab, w4_isced$

There are three different variables on educational level: the four-categories variable "w4_schulab" records the highest school degree the respondents have achieved and is harmonised over all four FWS waves. The variable "w4_isced" contains nine ordinal categories and includes the highest school degree as well as the highest vocational degree. The underlying concept is the "International Standard Classification of Education" (ISCED: OECD, 1999. Variable "w4_isced3" collapses the nine ISCED categories into three (with an additional category for respondents with no degree yet).

Employment status and professional position: w4_erwst, w4_erwt_d, w4_nerw, w4_stib

The variable "w4_erwst" contains six categories of respondents' employment status. Whether a respondent is employed or not is recorded in the dummy variable "w4_erwt_d". Secondary employment of mainly non-employed respondents is contained in "w4_nerwt". The professional position of the main employment is reported in "w4_stib" (27 categories), this scale corresponds to the standard categories such as used in the German Socio-Economic Panel Study (SOEP Group, 2013).

Household constellation and household income: w4_hhkons, w4_hheink

The variable "w4_hhkons" displays whether a person lives with or without a partner and with or without minor-age children in the household. The monthly net income of the complete household of all respondents has been recorded stepwise. For simpler usage the variable "w4_hheink" collapses this information into five categories. For the interpretation of the results please note that respondents report the cumulated income of all persons living in the household (not their individual income). Due to this rather rough income indicator (and potentially missing information on the age of each household member), we cannot advise data users to calculate equivalence incomes.

Country of birth and birth region of the respondent and her or his parents: w4_gebland$, w4_gebreg$

If the respondent or their parents were not born in Germany, the country of birth has been recorded as an open-coded response. The country-of-birth-variables "w4_gebland", "w4_gebland_mut" and "w4_gebland_vat" have been edited: for example, the spelling of countries has been harmonized and implausible information has been coded as missing (e. g., if a city in Germany was named as country of birth).

For all country-of-birth-variables, historical names of states and political units which did not exist anymore in 2014 have been included according to the respondent's original information (e. g. "Silesia" or "Union of Soviet Socialist Republics"). This procedure has been chosen because not all geographical units could be matched with national states existing at the time of the interview, for example, they could be located in several successor states. There is a further limitation for the parents' country of birth: Because the year of birth was not recorded, it cannot be clearly identified if the historical area belonged to Germany at that time. Data users can retrieve detailed information on the coding of historical regional designations for today's national territories with the command *notes w4_gebland* (Stata only)*.

The variables "w4_ gebreg", "w4_gebreg_mut" und "w4_gebreg_vat" distinguish nine birth regions. The countries have been assigned according to the geographical regions and/or political units as reported in Table 3. Countries that were named by particularly many respondents (such as Poland) are listed separately. Historical countries which do not exist anymore have been included in the respective regions as adequately as possible.

Table 3: Assignment of the countries of birth ("w4_gebland§") to the birth-regions "w4_ge-breg$"

Code	Value label	Country information
(1)	Europe: Poland (incl. Silesia, Pomerania, etc.)	Poland, Pomerania (until 1945), Prussia (until 1945), Silesia (until 1945)
(2)	Europe: Other East European countries without Poland	Albania, Bessarabia (until 1940), Bohemia (until 1918), Bosnia and Herzegovina, Bulgaria, Estonia, Galicia (until 1918), Yugoslavia (until 2003), Kosovo, Croatia, Latvia, Lithuania, Macedonia, Montenegro, Romania, Serbia, Slovakia, Slovenia, Sudetenland (until 1945), Czech Republic, Czechoslovakia (until 1990), Hungary
(3)	Europe: Southern Europe	Greece, Italy, Portugal, Spain, Cyprus
(4)	Europe: Western/ Northern Europe	Belgium, Denmark, Finland, France, Great Britain, Ireland, Iceland, Liechtenstein, Luxembourg, Netherlands, Norway, Austria, Sweden, Switzerland
(5)	CIS (Commonwealth of Independent States): Kazakhstan	Kazakhstan
(6)	CIS (Commonwealth of Independent States): Others without Kazakhstan	Armenia, Azerbaijan, Georgia, Kirgizstan, Moldavia, Russia, Tadzhikistan, Turkmenistan, Ukraine, Union of Soviet Socialist Republics (until 1991), Uzbekistan, Belarus
(7)	Asia: Turkey	Turkey
(8)	Asia: Other Asian countries without Turkey/ without CIS	Afghanistan, Bangladesh, Buthan, China, India, Indonesia, Iraq, Iran, Israel, Japan, Yemen, Jordan, Kuweit, Lebanon, Mongolia, Myanmar (Burma), Nepal, Pakistan, Palestine, Philippines, Saudi Arabia, Singapore, Sri Lanka, South Korea, Syria, Taiwan, Thailand, United Arab Emirates, Vietnam
(9)	Other countries	Egypt, Equatorial Guinea, Ethiopia, Algeria, Angola, Argentina, Australia, Benin, Bolivia, Botswana, Brazil, Burkina Faso, Chile, Cocos Islands, Dominican Republic, Ecuador, El Salvador, Ivory Coast, Eritrea, Gambia, Ghana, Guatemala, Guinea, Haiti, Honduras, Jamaica, Cameroon, Canada, Kenya, Columbia, Congo, Cuba, Laos, Libya, Madagascar, Morocco, Mexico, Mozambique, Namibia, New Zealand, Nigeria, Paraguay, Peru, Puerto Rico, Zambia, Senegal, Zimbabwe, Somalia, Saint Lucia, Sudan, South Africa, Tanzania, Togo, Trinidad and Tobago, Tunisia, Uganda, Uruguay, Venezuela, United States of America, Zaire

Migration background: mig_$

The SUF FWS 2014 contains three variables with information on migration background. They were generated based on the concept of identifying persons with migration background of the Federal Statistical Office (Statistisches Bundesamt, 2013). It distinguishes five categories: Germans without an own personal experience of immigration, foreigners or Germans with own personal experience of immigration and foreigners or Germans with second generation immigration background.

The variable "w4_mig_gen_1" is a dummy variable and indicates whether respondents have made experience of immigration in the first generation (own personal experience of immigration). Underlying is a closer definition of migration background, so the percentage of all people with migration background is possibly underestimated. The migration background of first or second generation offers a wider definition und is included in the dummy variable "w4_mig_gen_1_2".

4.3   Generated variables about volunteering

Volunteering, level of voluntary activity and interest in volunteering: w4_eng, w4_agrad, w4_eint

The variable "w4_eng" shows if respondents volunteer in at least one of fourteen societal areas."w4_agrad" contains the information whether respondents are "Persons who are neither active nor volunteers ", "Active persons, who do not volunteer " or "Active and volunteering persons". Information of stated interest for taking up (current non-volunteers) or expanding (current volunteers) a voluntary activity can be found in "w4_eint".

Open responses about the most time consuming voluntary activity: w4_oa_orga, w4_oa_taet, w4_oa_name

Thee open-coded responses about the most time-consuming voluntary activity are contained in anonymised form. Information was generalised if specific characteristics allowed conclusions about the identity of the respondent. Such modifications of open responses are marked with a prefixed sign ‚#'. Spelling or grammar correction has not been executed. Open-coded variables on the type of group, organization or institution ("w4_oa_orga"); on tasks ("w4_oa_taet") and on the name of the activity ("w4_oa_name") originate from variables w4_202*, w4_203* and w4_204* (Simonson et al., 2016).

Time frame and payments of volunteering: w4_std_eng_$, w4_verguetung

How many hours a year the respondents spent on their volunteering in general is presented in the variable "w4_std_eng_ges", whereas the hours per year spent for the most time-consuming voluntary activity are reported in the variable "w4_std_eng_zeitaufw".

To what extent a remuneration is given in volunteering is condensed into five categories in "w4_verguetung".

4.4 Generated variables about informal support, volunteer service and donation

Informal support (IUL) and expenditure of time for support: w4_iul_$, w4_iul_std_$

For all respondents a dummy variable indicates whether they provide private informal support within the scope of child care ("w4_iul_kind"), of nursing care ("w4_iul_pflege") or of other instrumental help ("w4_iul_hilfe"). If one of these three support areas is positive, the dummy variable "w4_iul_ges" is 1. Expenditure of time for informal support is reported as hours per year in the variables "w4_iul_std_ges" (all three forms of informal support summarised), "w4_iul_std_kind" (child care), "w4_iul_std_pflege" (nursing care) und "w4_iul_std_hilfe" (instrumental help).

Volunteer service: w4_fd_$

The kind of volunteer service currently done or already finished is given in threedummy variables: "w4_fd_ges" for any kind of voluntary service, "w4_fd_jug", the federal voluntary service ("w4_fd_bufdi") and other voluntary services ("w4_fd_sonst"). Whether the voluntary service is currently ongoing or already finished is documented in "w4_fd_ges_abg".

Donation: w4_geldspende

The four category- variable "w4_geldspende" indicates whether and to what extend the respondents have donated money for social or charitable purposes in the last twelve months.

5 LITERATURE

Hameister, N., Müller, D., Kausmann, C., Vogel, C., Ziegelmann, J.P., & Simonson, J. (2014). Der Deutsche Freiwilligensurvey 2009, 2004 und 1999. Kurzbeschreibung der Scientific Use Files: SUF FWS 2009, 3.2, SUF FWS 2004, 3.2 und SUF FWS 1999, 3.2. Berlin: Deutsches Zentrum für Altersfragen. DOI:10.5156/FWS.2009.D.010.

OECD (1999). Classifying Educational Programmes: Manual for ISCED-97 Implementation in OECD Countries. Paris: Organisation for Economic Co-operation and Development. Zugriffsdatum 10. Dezember 2015. Download unter: http://www.oecd.org/edu/1841854.pdf

Schiel, S., Quandt, S., Häring, A., Weißpflug, A., Gilberg, R., & Kleudgen, M. (2015). Methodenbericht: Deutscher Freiwilligensurvey 2014. infas Institut für angewandte Sozialwissenschaft GmbH. Bonn 2015. Download unter: www.fdz-dza.de > Deutscher Freiwilligensurvey > FWS-Dokumentation: „Methodenbericht (deutsch) 2014"

Simonson, J., Hameister, N., & Vogel, C. (2017): Daten und Methoden des Deutschen Freiwilligensurveys. In J. Simonson, C. Vogel & C. Tesch-Römer (Hrsg.), Freiwilliges Engagement in Deutschland – Der Deutsche Freiwilligensurvey 2014. (S. 51–88). Wiesbaden: Springer VS. Download unter: www.fdz-dza.de > Deutscher Freiwilligensurvey > FWS-Dokumentation: „Daten und Methoden 2014"

Simonson, J., Ziegelmann, J.P., Vogel, C., Hameister, N., Müller, D. & Tesch-Römer, C. (2016). Deutscher Freiwilligensurvey 2014: Erhebungsinstrument. Berlin: Deutsches Zentrum für Altersfragen. DOI: 10.5156/FWS.2014.D.001

Statistisches Bundesamt. (2013). Bevölkerung und Erwerbstätigkeit. Bevölkerung mit Migrationshintergrund. Ergebnisse des Mikrozensus 2012. Fachserie 1, Reihe 2.2. Wiesbaden: Statistisches Bundesamt. Zugriffsdatum 10. Dezember 2015. Download unter: https://www.destatis.de/DE/Publikationen/Thematisch/Bevoelkerung/MigrationIntegration/Migrationshintergrund2010220127004.pdf?__blob=publicationFile

SOEP Group. (2013). SOEP 2012 – Documentation of Person-related Status and Generated Variables in PGEN for SOEP v29. SOEP Survey Papers 149: Series D. Berlin: DIW Berlin / SOEP. Zugriffsdatum 15. Dezember 2015. Download unter: http://hdl.handle.net/10419/88777