

Volunteer Tracking Instructions - Logging Hours

1. Enter in the number of hours
2. Enter the date you volunteered
3. Enter the type of volunteering you completed. If not listed, select "Other" and fill in the description.
4. Notes are optional.
5. Click "Submit Time"

Once you submit the time, the timesheet will update to display the number of hours that you have completed this school year.

The screenshot shows the 'Volunteer Tracking' interface for Father Allouez Catholic School. The 'Log Hours' form on the left is numbered 1 through 5. The 'Timesheet' on the right is shown in two states: 'Before Save' and 'After Save', connected by a red arrow. The 'Before Save' state shows 0/5 hours for Annual Fundraiser and 0/15 hours for K-8 Service. The 'After Save' state shows 0/5 hours for Annual Fundraiser and 2/15 hours for K-8 Service, with a table listing the logged hours.

Date	Activity	Hours
08/17/23	Field Trip	2
Total Approved Hours		2.00

Once you have successfully completed your hours for a specific requirement, the area will turn green and state "complete."

The screenshot shows the 'Volunteer Tracking' interface after a successful submission. The 'Log Hours' form is now disabled. The 'Timesheet' shows 'Annual Fundraiser Hours: 5 Hours complete' in green, and 'K-8 Service Hours: 2/15 Hours' in blue. The table lists the logged hours, including the new entry for 09/05/23.

Date	Activity	Hours
09/05/23	Annual Fundraiser	6
08/17/23	Field Trip	2
Total Approved Hours		8.00