Log Volunteer Hours

|  |  |  |
| --- | --- | --- |
|  | Click the ‘LOG HOURS’ link on the top navigation row.  |  |
|  | Use the search fields to find the organization name.**Note:** If you cannot locate your organization follow the next set of instructions (on page. 3) to [‘Nominate an Organization’](#_Nominate_an_Organization) to be included in the search results of the databse. |  |
| 3. | Enter the details related to your volunteer service as well as total hours for any friend/family volunteers and select the ‘Save and Proceed’ button at the bottom of the page. |  |
| 4.  | Review your information. **Submit**Click the ‘Submit’ button to immediately send the logged hours to Community Relations and you will then be unable to perform further editing.**Save Only**If you are not ready to submit your hours at this time, click the ‘Save Only’ button. The request will then be available to edit from the Welcome page.  |  |
| 5. | You will receive see a confirmation message that you have successfully submitted volunteer hours.  |  |
|  | END |  |

### Nominate an Organization

If you would like to nominate an organization that is not currently listed in the search result; you may nominate the organization by following the instructions below.

|  |  |  |
| --- | --- | --- |
|  | Select the ‘Nominate your organization’ link towards the bottom of the page.  |  |
| 2. | Complete the organization nomination information and select the ‘Review’ button near the bottom of the screen when complete.  |  |
| 3.  | Review the nomination information on the next screen for accuracy and completeness and click ‘Submit’ at the bottom of the screen. |  |
| 4.  | You will receive a confirmation message stating your nomination was successful.Try the search once more and verify that your organization is listed in the search results.  |  |