

## Volunteer Time Sheet Instructions:

1. Enter MONTH
2. Click on link
3. Enter LAST NAME
4. Enter FIRST NAME
5. Enter DEPARTMENT name (i.e. Disaster Services)
6. Under the correct date, enter TIME IN
  - a. For example: 8:00 AM
7. Under the correct date, enter TIME OUT
  - a. For example: 3:15 PM
8. Enter correct DEPARTMENT CODE
  - a. Example: Disaster Services is DS, Volunteer Services is an admin position which means enter AD for ADMIN (refer to bottom of time sheet for all codes)
9. If everything is entered correctly, your hours will appear under the correct department column with the total hours for the month displayed at the very bottom.
10. Click on FILE, SAVE AS
  - a. This will save your information to your computer and will leave the template open for use for other volunteers
11. When the SAVE AS box populates, save the file to your documents as Volunteer Hours: MONTH (enter the correct month)
12. Email the form to Jaici Williams at [jwilliams@pparc.org](mailto:jwilliams@pparc.org).
13. Attach the file to the email by clicking "Attach File" and "Browse".
  - a. When browsing for the file, go to "My Documents" and double click on Volunteer Hours: MONTH.
  - b. Be sure to include a short email with your name and the month for which you are turning in hours.
14. Once the file is received, you will receive a confirmation email.