

Volunteer Tracking FAQ

Send us your questions through the [feedback form](#) so we can add to this sheet

- **How do I submit hours?** In order to submit hours the first thing you must do is respond to an opportunity. Once you have responded then you can click on the Dashboard (Home Button) then click on Volunteer Hours and that will bring you to the Track Hours page.
- **Who Can Volunteer?** Anyone can volunteer and create their own login to track their hours.
- **Can I Donate my hours to someone else?** There is not a process in the system to transfer hours to another individual. You can submit the hours under that desired individual's login. There is a description section that allows you to include clarifying details.
- **How much can I donate for volunteer hours?** It is suggested donation of \$20 per hour. There is no limit to your donation. You can donate your full 25 hour per year goal (\$500).
- **How do I track my financial donation of volunteer hours?** Go to Programs > Alternative Service Hours > Buy-Out Tracking > Respond to Opportunity > Dashboard > Volunteer Hours > Track Hours