LOGGING HOURS

Why should I log my hours?

The time contributed by our many volunteers is an impressive achievement that we want to communicate in our grant writing and as part of the narrative of our organization. Just as we track our financial donations, we want to track the gifts of time given by so many. Understanding the scope of what our volunteers give to QCT, and therefore to the community, is an important part of our story.

How do I log my hours?

Web page on your computer or phone

1- Go to the Dashboard (like your home page)
2- Tap on the Volunteer Hours (clock icon) which takes you to "Track Hours"
3- Tap on "+Add Hours"
4- Under "Hour Type," tap "yes" if these hours are in response to a specific opportunity and tap on the opportunity
   OR
   Under "Hour Type," tap "no" if these hours are not in response to a specific opportunity
   Scroll past the "Individual Details" questions
   Under "Hours Questions," select the program these hours are attributed to
5- Scroll down to Hours Details and enter the "Date Worked" and "Hours Worked"
6- Scroll down and tap on "Submit Hour Entry"

CauseConnect App

1- Tap on the three "menu" lines in the upper left corner
2- Tap on "Add hours"
3- Under "Hour Type," tap "yes" if these hours are in response to a specific response and tap on the response and tap on "Continue"
   Volunteer details including date, start time and hours worked will appear
   Tap on "Submit Hours"
   OR
   Under "Hour Type," tap "no" if these hours are not in response to a specific opportunity
   Select the "Date Worked" and "Start Time" as well as the "Hours Worked"
   Scroll past the next three questions
   Under "Questions," select the program these hours are attributed to
   Tap on "Submit Hours"