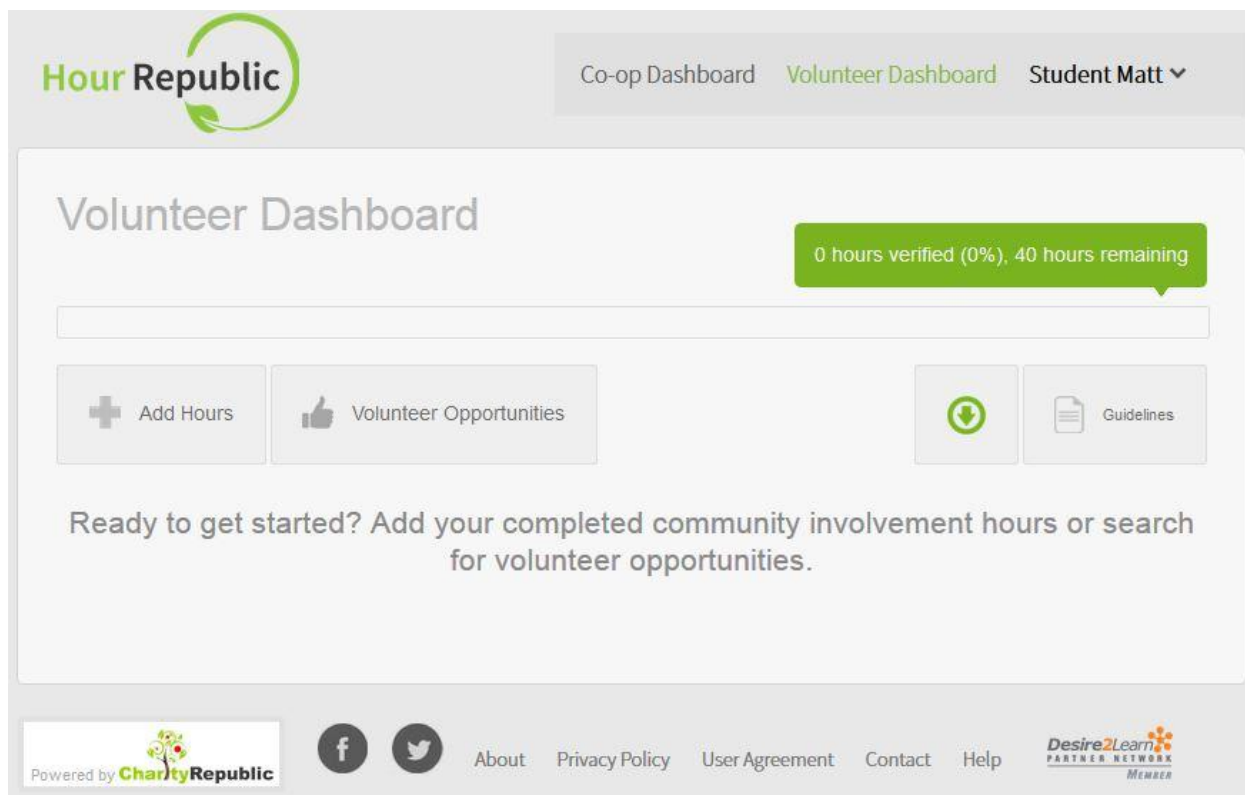


Navigating the Volunteer Dashboard

hourrepublic.com

When you log in for the first time, you will see the **Volunteer Dashboard** where you can:

- ➔ Add volunteer hours via [Add Hours](#)
- ➔ Search for [Volunteer Opportunities](#)
- ➔ [Download](#) your volunteer hours report
- ➔ View school board [Guidelines](#)



The screenshot shows the Hour Republic Volunteer Dashboard. At the top left is the Hour Republic logo. To the right are navigation links: Co-op Dashboard, Volunteer Dashboard (highlighted), and Student Matt with a dropdown arrow. Below the navigation is the main heading "Volunteer Dashboard" and a green notification box stating "0 hours verified (0%), 40 hours remaining". There is a search bar below the heading. Below the search bar are four buttons: "Add Hours" (with a plus icon), "Volunteer Opportunities" (with a thumbs up icon), "Download" (with a download icon), and "Guidelines" (with a document icon). Below these buttons is a call to action: "Ready to get started? Add your completed community involvement hours or search for volunteer opportunities." At the bottom of the dashboard, there is a footer with logos for "Powered by Charity Republic", social media icons for Facebook and Twitter, and links for "About", "Privacy Policy", "User Agreement", "Contact", and "Help". On the far right of the footer is the "Desire2Learn PARTNER NETWORK MEMBER" logo.

Add Hours

Adding volunteer hours is simple! Start by clicking on the [Add Hours](#) button.

- ➔ Enter contact information for the organization you volunteered for:
 - [Name of Organization](#), [Contact Name](#), [Contact Email](#), [Contact Phone](#), [Ext.](#)
- ➔ Add a description about your volunteer activities in the [Description of Community Involvement](#) field (e.g. I helped organize a community event...)
- ➔ Select [Skills Learned](#) (click on + symbol to view and check off skills)
- ➔ Enter [Start Date](#) and [End Date](#) of volunteer activity
- ➔ Add the total number of hours volunteered

continue on back page...

→ Save or Submit your volunteer hours:

- If you Save, then you can continue editing your form and submit when you're ready
- If you Submit your hours, then your parents AND the organization you volunteered for will both receive an email and will be asked to verify your hours. Once both verify (they simply select an Accept or Decline button), then your dashboard and progress bar will automatically be updated!
- TIP: Organizations can also comment on your activities and provide feedback. That information will appear at the bottom of your form.

Submit Completed Hours

Provide your community involvement details here. Save as you go, or submit for verification to your parent/guardian and the organization.

Name of Organization

Contact Name

Contact Email Contact Phone Ext.

Description of Community Involvement

Skills Learned (select from list)

Start Date to Completion Date

Total Hours

Please connect with your Guidance Department if you have any questions and of course, we're always happy to help!

- The Hour Republic Team 😊