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**Instructions for Reporting Volunteer Hours**

We know coordinating and promoting employee volunteer activities is a big task, so we want to make it as easy as possible for you. Below are instructions for reporting volunteer hours along with FAQs to help you along the way.

**Step 1:** Access the [Volunteer Hour Log](https://docs.google.com/forms/d/e/1FAIpQLScvJ0KpRvsSoYftGYtAvI5a5NrdXGITvXfk6jrP2SvpRmVosg/viewform?usp=sf_link)

**Step 2:** Select your employer from the drop-down list

**Step 3:** Select the time frame for which you are reporting (select all that apply)

**Step 4:** Enter the total volunteer hours (during all of the time frames selected)

**Step 5:** Submit and repeat next week!