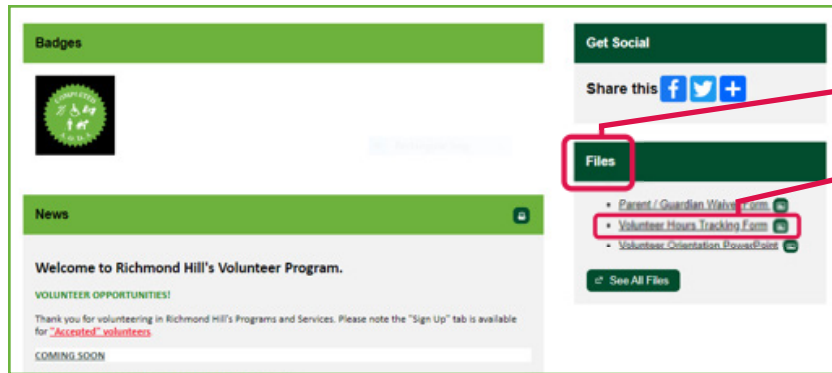


How to Keep Track of Your Volunteer Hours?

STEP 1

Record your volunteer hours on **Richmond Hill Volunteer Hours Tracking Form**

- Download Richmond Hill Volunteer Hours Tracking Form by logging into your volunteer profile: www.myvolunteerpage.com



The form is available under “Files” on the front page.

Print the Volunteer Hours Tracking Form and bring it on site.

- After your volunteer shift, record the hours.

Event/Program	Date	Position	Time	Hours	Supervisor Signature
Example: Canada Day	July 1, 2023	Greeter	12-6 pm	6.0	

Get your supervisor’s signature on the form.

How to Keep Track of Your Volunteer Hours?

STEP 2

Log your volunteer hours on your volunteer profile

- Log into your volunteer profile: www.myvolunteerpage.com

The screenshot shows the 'Hours' tab in a volunteer profile system. The navigation menu includes HOME, OPPORTUNITIES, SCHEDULE, HOURS, REPORTS, and CONTACT. The 'Hours' tab is highlighted. Below the navigation, there is a 'Log Hours' section with the following elements:

- Activity:** A dropdown menu with 'Active' and 'Inactive' radio buttons. The 'Inactive' button is selected. A red arrow points to this section with the instruction: "Click on 'Inactive' for past activities (or click 'Active' for current activities)."
- Date Volunteered:** A date input field showing '10/19/2023', an 'Hours' input field showing '0', and a 'Minutes' input field showing '0'. A red arrow points to this section with the instruction: "Enter the date and total hours you volunteered for that shift."
- Buttons:** 'Save and Log Another' and 'Save' buttons. A red arrow points to the 'Save' button with the instruction: "Click on 'Save' and your hours will be approved upon completion of Step 3."
- Activity Selection:** A dropdown menu with a downward arrow. A red arrow points to this dropdown with the instruction: "Choose a previous volunteer job you would like to log hours for from the Activity dropdown list."
- Hours Tab:** A red arrow points to the 'HOURS' tab in the navigation menu with the instruction: "Go to 'HOURS' tab"

How to Keep Track of Your Volunteer Hours?

STEP 3

Send your Richmond Hill Volunteer Hour Tracking Form

via either one of the following ways:

- Email to: volunteers@richmondhill.ca
- Mail / Drop Off:

Richmond Hill Centre for the Performing Arts

Attention: Volunteer Program

10268 Yonge Street, Richmond Hill, ON L4C 3B7

We will approve your logged hours upon receiving your submitted Richmond Hill Volunteer Hour Tracking Form.

For high school students, you can send your school form together (in PDF format if sent electronically). We will sign off on your school form for the approved hours and return it back to you.