

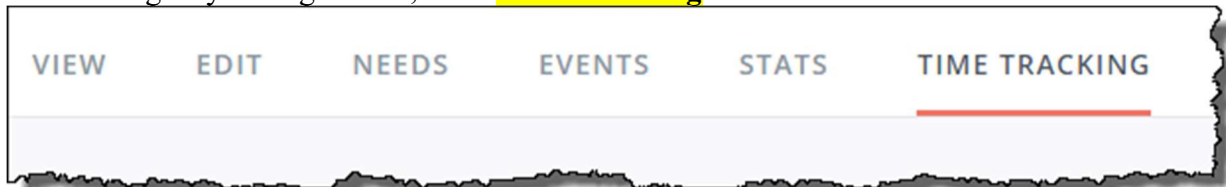
Tracking Hours for Your Volunteers on Montgomery County Volunteer Center Website

Both volunteers and organizations supervising volunteers can track volunteer hours on the MCVC website, www.montgomeryserves.org. Identifying which hours are in response to the COVID-19 pandemic is now one of the options when entering hours. This information is critical to Montgomery County and agencies are encouraged to enter all volunteer hours related to COVID response.

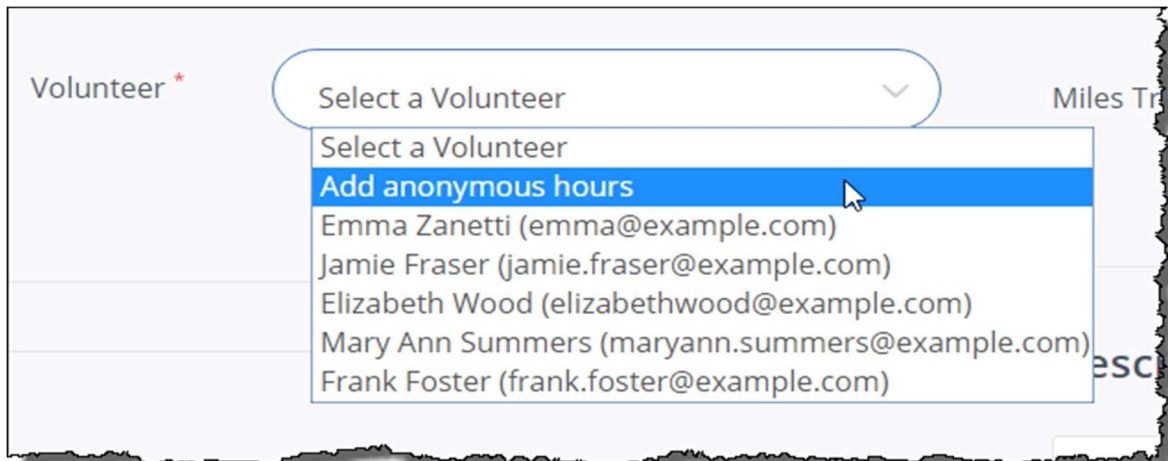
Organizations Adding Volunteer Hours

To add volunteer hours for someone who volunteered for your agency or program login to your account on the Volunteer Center website, find the link to “MY ORGANIZATION” on the top toolbar then:

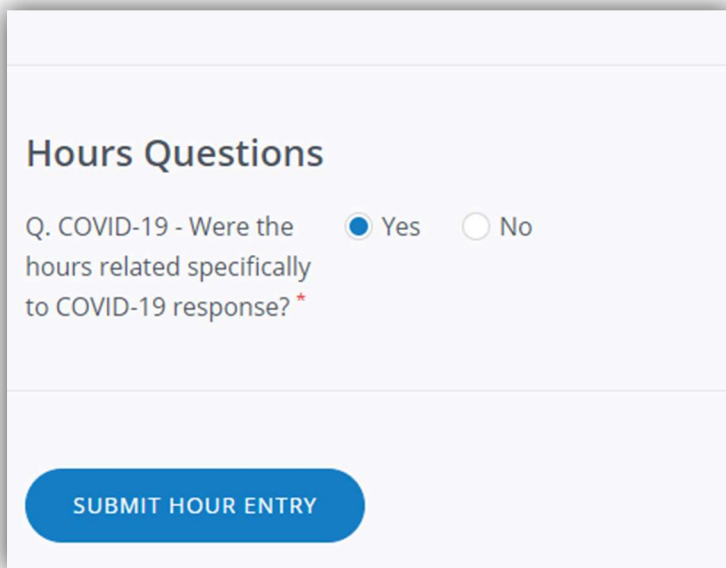
1. From the agency manager view, click **Time Tracking**.



2. If volunteers have been entering their own hours associated with your organization, you will see those and be able to review and approve them.
3. **To add hours, under the Hour Type heading, select the applicable Opportunity.** If you are reporting hours for volunteer work that is not already listed as an “opportunity” on the website, first add a generic opportunity that is specific to tracking hours. You can check the box to keep that opportunity private so it doesn’t show to the public, but you will be able to add hours for volunteers.
4. From the **Volunteer dropdown select the name of the volunteer OR select Add anonymous hours** if the volunteer name is not there.



5. Enter the **Date** the hours were earned. Use this in a way that works for your organization. For instance you can enter one date, but indicate in the description field that the hours entered are for the span of a week.
6. Complete the applicable **Hours Worked** and **Description** information. The Description field is optional, but you can use it to explain things like if the hours recorded span more than the single date entered, or that the work was done by a specific group of volunteers.
7. Check Yes or No to mark the hours as a **Response to the COVID-19 Pandemic**
8. Click **Submit Hour Entry** to save your work.



Hours Questions

Q. COVID-19 - Were the hours related specifically to COVID-19 response? *

Yes No

SUBMIT HOUR ENTRY