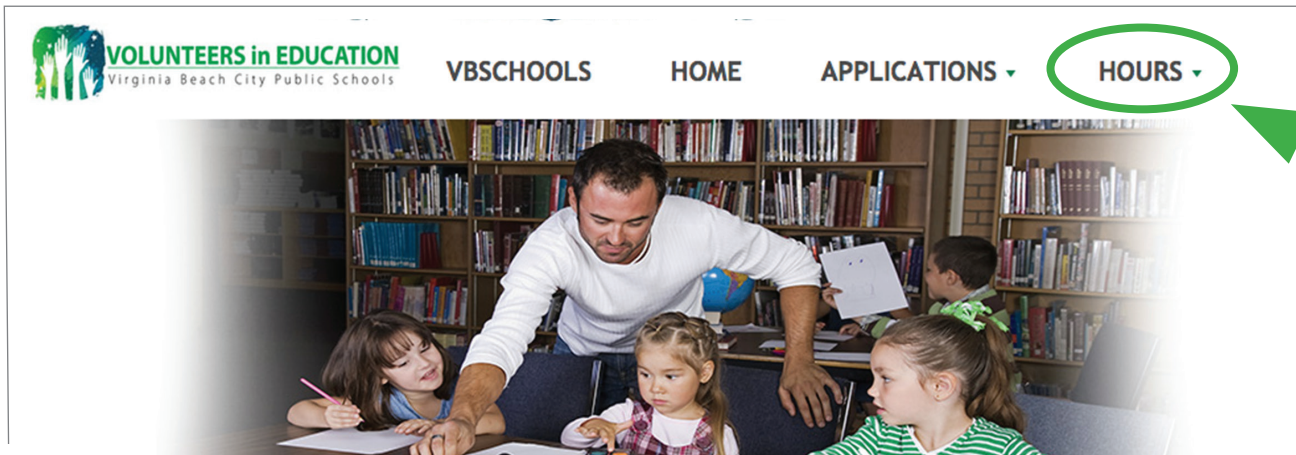


HOW TO LOG your Volunteer & Partner in Education Service Hours



- 1 Click **HOURS** on the ribbon located at vbschools.com/getconnected.
- 2 Select **LOG HOURS**.
- 3 Select **INDIVIDUAL** to log your hours each time you volunteer at the school **OR** select **ORGANIZATION** to log many hours at one time.

When would you select ORGANIZATION?

- If you are an individual logging more than 12 hours of service at one time.
- If you are logging hours for a large number of volunteers at one time.
- If you are a Partner in Education logging hours for your group.

- 4 Complete the required fields denoted with an asterisk (*).
**If you are logging hours for the first time, please include your email and phone number. You will only do this one time this year.*
- 5 When selecting **TYPE**, if you select "Partner," "Program Mentor," "Club" or "Other," please type the specific name of your group in the box.
- 6 Click **SUBMIT**.