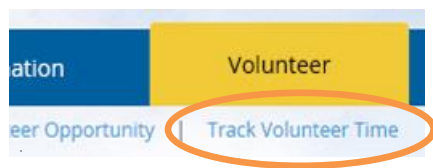


Track Your Community Acts of Caring

You can track community acts of caring to earn donation dollars that you can donate to any eligible community organization of your choice.

Follow these steps to track your acts of caring:

1. In the SunCares site's main navigation bar, select **Volunteer > Track Volunteer Time**



What did you volunteer for?

2. To enter community acts of caring select **Something else**. If you volunteered with an organization, select **A specific cause**.

A screenshot of the 'TRACK VOLUNTEER TIME' form. The title is 'Track External Volunteering'. Below the title is a horizontal line. The question 'What did you volunteer for?' is followed by two radio button options: 'A specific cause' and 'Something else'. The 'Something else' option is selected.

3. Tell us the name of what you did. Example: "Delivered groceries" or "participated in a community clean up". We don't need a lot of detail here, that comes later.

A screenshot of the form showing the 'Something else' radio button selected. Below it is a text input field with the instruction: 'Please provide details of your volunteer experience, such as the name and location of the event. *:'

Who can verify your volunteer time?

4. Enter a **contact who can verify your volunteer time**. If no one else can verify your time, simply add yourself.

Who can verify your volunteer time?

Name: *

Email: *

Phone:

How many minutes or hours did you volunteer?

5. Enter the **hours and minutes** you volunteered.

How many hours and minutes did you volunteer? *

<input type="text" value="0"/>	<input type="text" value="45"/>
HOURS	MINUTES

When did you volunteer?

6. Enter **the date** you volunteered.

When did you volunteer?

Please enter start and end date in the format YYYY-MM-DD: *

Volunteer skills

7. This section isn't required. You can leave it empty or select all that apply.

Volunteer Skills

What skills did you use while volunteering?

Description of this volunteer activity

8. To help determine the eligibility of your community acts of caring request, enter a summary of what you did to care for community in the **Comments for Admin** field.

What did you do when volunteering?

For example, 1 hour meal prep and 1 hour cleaning: *

Rate your volunteer experience:

☆☆☆☆☆

Next: Confirm Volunteer Time

9. Click Next: **Confirm Volunteer Time**