

# LOG YOUR VOLUNTEER HOURS ONLINE

This primer provides guidance on how to enter your hours of volunteer service via the volunteer website. This applies to both individuals and organized groups such as schools, corporations and community groups.

### To Login

Direct link:

[https://ec.samaritan.com/recruiter/index.php?class=VolunteerNavigation&recruiterID=1542&act=CONTROL:REPORT\\_SERVICE\\_LINK](https://ec.samaritan.com/recruiter/index.php?class=VolunteerNavigation&recruiterID=1542&act=CONTROL:REPORT_SERVICE_LINK)

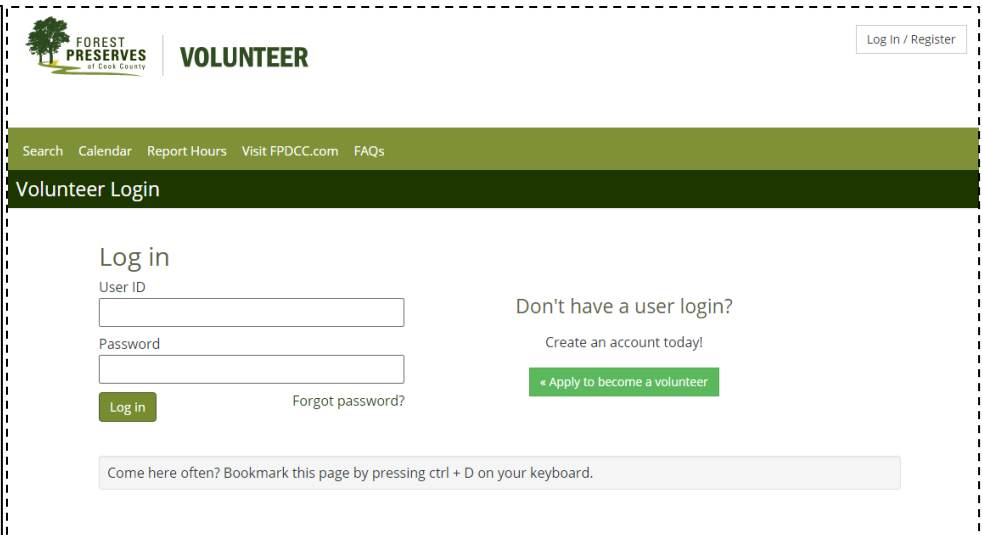
or go to

[www.fpdcc.com/volunteer](http://www.fpdcc.com/volunteer)

and click on "Report Hours"

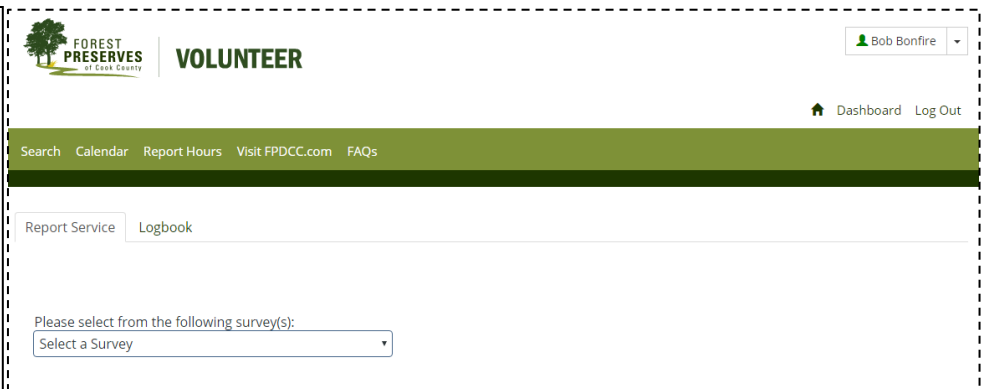
Enter your user name and password and click on "Log in"

*Click on "Forgot Password" if you don't remember your User Name or Password*



Choose the survey for the Opportunity that you would like to report your hours.

*Don't see the survey that you are looking for? Then you are either not placed in the Opportunity or the Opportunity has expired. If it is an Opportunity that is on the website, you can sign yourself up for it; if it is not on the website, email Volunteer Resources*



Fill out all of the information in the survey and then hit "OK"

If you want to fill out the same survey again, click on "Make another entry"

*Each survey you fill out creates a log book entry which can be viewed and then edited or deleted*

The screenshot shows the 'Record Your Hours' form. At the top left is the logo for 'FOREST PRESERVES of Cook County' and the word 'VOLUNTEER'. On the top right, there is a user profile for 'Bob Bonfire' and a 'Log Out' link. Below this is a navigation bar with 'Search', 'Calendar', 'Report Hours', 'Visit FPDCC.com', and 'FAQs'. The main content area has two tabs: 'Report Service' and 'Logbook'. The 'Logbook' tab is active. The form contains the following fields and options:

- A dropdown menu for survey selection, currently showing 'Spring Creek - Stewardship Workdays:Log book entry-'.
- A blue heading 'Record Your Hours'.
- A date field for 'Date of volunteer service' set to '4/19/2017'.
- A text input field for 'Hours spent at the workday'.
- A dropdown menu for 'If you are a Certified Chainsaw Operator, did you chainsaw at the workday?'.
- Radio buttons for 'Did you perform other volunteer roles to support the Stewardship site?' with 'No' selected.
- A text input field for 'Total miles driven' with a note: 'You may wish to record the following information for your own use. Volunteer Resources can provide a yearly mileage report for tax reporting purposes.'
- 'OK' and 'Cancel' buttons at the bottom.

# VIEW and EDIT YOUR LOG BOOK

This primer provides guidance on how to view your log book to see what surveys you have filled out and how to edit or delete log book entries.

**Viewing Your Logbook**

Click on the “Logbook” tab

Choose the range of dates you want to view by selecting the start and end date

*Your log book entries are sorted by Opportunity*

**Editing and Deleting Records**

If you made a mistake on a survey or double reported a workday, you can Edit or Delete a record

Click on the box next to the record and then click “Edit Selected Record” or “Delete Selected Record”

**Official Reports**

If you need an official printout of your hours or miles, contact Volunteer Resources and we will send it to you.

**Log Book Details**

Group Leadership Class - Ec	Total Hours	Mileage
Forest Preserve District of		
12 Sep 2016	0	0
<b>Total</b>	<b>0</b>	<b>0</b>
<b>Spring Creek - Stewardship</b>		
Spring Creek Stewards		
19 Apr 2017	0	0
<b>Total</b>	<b>0</b>	<b>0</b>

Chainsaw- yes/no: 0  
Chainsaw hours: 0  
Support hours- yes/n: Yes: 0; No: 0  
Stewardship Support: 0  
Support Roles: 0  
Mileage: 0

Buttons: Edit Selected Record(s), Delete Selected Record(s)

Log Book Summary: Total Hours: 0

**VOLUNTEER RESOURCES**  
 Volunteer Resource Center  
 8100 North Central Ave • Chicago, IL 60648  
 p 773.631.1700 | 1.773.792.0530

June 19, 2015

To Whom It May Concern:

Bob Bonfire has registered as a volunteer with the Forest Preserves of Cook County through our Online Volunteer System ([www.fpdcc.com/volunteer](http://www.fpdcc.com/volunteer))

As of 8:45 am today, he has entered the following hours via online surveys:

Opportunity Title	Date of Workday	Total Hours
Little Red Schoolhouse Nature Center - Nature is Accessible Event Volunteer - June 3, 2015	3-Jun-15	5
Bemis Woods South-Habitat restoration workday	6-Jun-15	3
2 Opportunities	N/A	8

Sincerely,  
 Joe Swano  
 Volunteer Program Coordinator  
 Forest Preserves of Cook County

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**Volunteer Mileage Report 2014**

4/6/15

Dear Bob Bonfire:

As a registered volunteer with the Forest Preserves of Cook County, you have reported via online survey, the following mileage driven for your volunteer service for the year 2014.

For questions, please email [volunteer.fpd@cookcountyil.gov](mailto:volunteer.fpd@cookcountyil.gov)

Opportunity	Date	Mileage
Trail Watch Volunteer- 2014	18 May 2014	12
Trail Watch Volunteer- 2014	26 May 2014	10
Trail Watch Volunteer- 2014	23 May 2014	8
Trail Watch Volunteer- 2014	28 May 2014	18
Trail Watch Volunteer- 2014	30 May 2014	10
Trail Watch Volunteer- 2014	8 Jun 2014	6
Trail Watch Volunteer- 2014	6 Jul 2014	6
Trail Watch Volunteer- 2014	26 Jul 2014	6
Trail Watch Volunteer- 2014	17 Aug 2014	12
Trail Watch Volunteer- 2014	3 Aug 2014	10
Trail Watch Volunteer- 2014	31 Aug 2014	16
Trail Watch Volunteer- 2014	23 Sep 2014	4
Trail Watch Volunteer- 2014	24 Sep 2014	4
Trail Watch Volunteer- 2014	27 Sep 2014	7
Trail Watch Volunteer- 2014	6 Oct 2014	4
Trail Watch Volunteer- 2014	11 Oct 2014	10
Trail Watch Volunteer- 2014	23 Oct 2014	4
Trail Watch Volunteer- 2014	26 Oct 2014	5
Trail Watch Volunteer- 2014	27 Oct 2014	8
Trail Watch Volunteer- 2014	1 Nov 2014	7
Trail Watch Volunteer- 2014	7 Dec 2014	8
<b>Total</b>		
1 Opportunity	N/A	175