

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

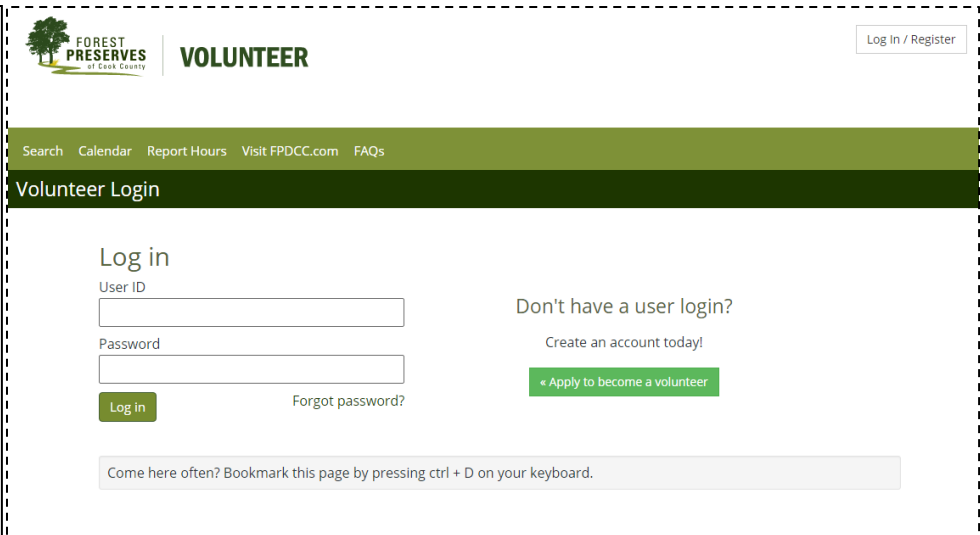
or go to

www.fpdcc.com/volunteer

and click on "Report Hours"

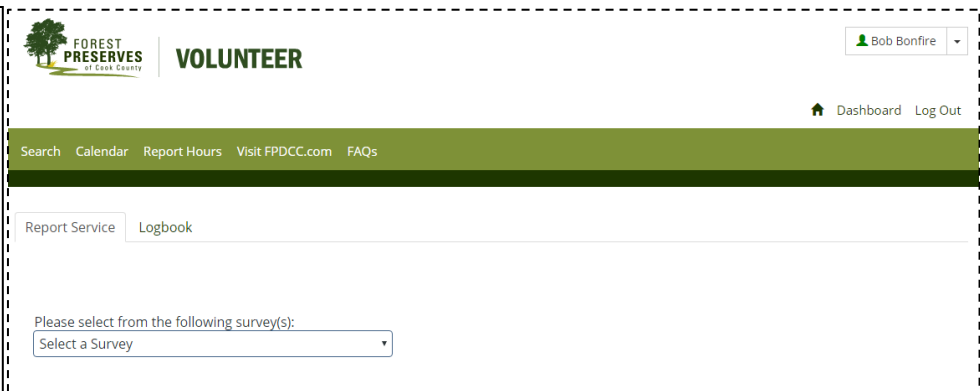
Enter your user name and password and click on "Log in"

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 within the 'VOLUNTEER' system. At the top left is the 'FOREST PRESERVES of East County' logo. The user 'Bob Bonfire' is logged in, with a 'Dashboard' and 'Log Out' link. A navigation bar includes 'Search', 'Calendar', 'Report Hours', 'Visit FPDCC.com', and 'FAQs'. The form has two tabs: 'Report Service' and 'Logbook'. The main content area contains a dropdown menu for survey selection, currently set to 'Spring Creek - Stewardship Workdays:Log book entry-'. Below this is a blue heading 'Record Your Hours'. The form includes a date picker for 'Date of volunteer service' (set to 4/19/2017), a text input for 'Hours spent at the workday', a dropdown for 'If you are a Certified Chainsaw Operator, did you chainsaw at the workday?', and radio buttons for 'Did you perform other volunteer roles to support the Stewardship site?' (No/Yes). A note mentions recording miles driven for tax purposes, with a corresponding text input. 'OK' and 'Cancel' buttons are 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
Total	0	0
Spring Creek - Stewardship		
Spring Creek Stewards		
19 Apr 2017	0	0
Total	0	0

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)

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

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
Total		
1 Opportunity	N/A	175