

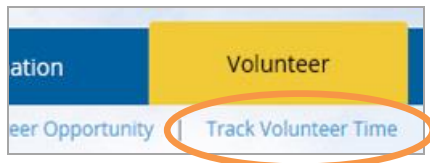
Track Your Volunteer Time

After you volunteer with an organization, you can track that time to earn donation dollars that you can donate to any eligible community organization of your choice.

Note: The organization you volunteer with must already be in Benevity for you to track your time. If it isn't, you can nominate it in SunCares by selecting **Quick Links > Nominate a cause**, and Benevity will work with the organization to set up their account.

Follow these steps to track your volunteer time:

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



Where did you volunteer?

2. Enter the name of the organization you volunteered with, and click **Search**.



3. Locate your organization in the search results, and click **Add**.



Who can verify your volunteer time?

4. Enter the **organization contact** who can verify your volunteer time.

Who can verify your volunteer time?

Name: *

Email:

Phone:

How many hours and minutes did you volunteer?

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

How many hours and minutes did you volunteer?



0	0
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

2018-02-26		to	2018-02-26	
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Volunteer skills

7. This section isn't required. You can leave it empty.

Volunteer Skills

What skills did you use while volunteering?

Please select one or more options.

Administrative & Clerical

Arts

Description of this volunteer activity

8. To help determine the eligibility of your volunteer rewards request, enter a summary of your volunteer role in the **Comments for Admin** field.

Description of this volunteer activity:

Comments for Admin: *

9. Click **Submit**.