**Honors Program Volunteer tracking through United Way**

The UMF Honors Program is excited to share with all Honors students a quick and easy way to track your volunteer time! There are three easy steps:

1. Create your account at [volunteer.uwtva.org](http://volunteer.uwtva.org/)

– if you already have one on this site**\***, skip to Step 2

* 1. Click sign up
	2. Complete steps (free and takes about 5 min)
1. Respond to the opportunity
	1. Once you have your account, stay/get logged in
	2. Click on ‘opportunity’ from your **dashboard**
	3. Find the ‘**UMF Honors Program & Volunteerism Opportunity**’ and click on it
	4. Click ‘**respond to opportunity**’ (on the right)
	5. Scroll down and click ‘**submit response**’
	6. Feel free to just x out of the ‘thanks for responding’ message that will pop up
2. Track your time!
	1. From your **dashboard**, click on the stopwatch
	2. Click ‘**add hours**’
	3. Starting **on the left side**, choose the opportunity (UMF Honors Volunteer…)
	4. **On the right side**, select the appropriate date, # of hours and mileage (optional)
	5. **Be sure to put in the description WHERE (inside or outside of United Way listings) you volunteered and WHAT you did**
	6. Click submit
	7. It will show up yellow (pending) until it is approved by the administrator and while it is yellow, you can edit it if you need to

**\* if you already have an account AND you are volunteering already (i.e. as part of APO or the REH 120 class, just add the words UMF Honors to the description box of your existing time entries and it can count for both (and pull on both reports)! If you can no longer edit your entries, call Nichole at 778-5048 with what you need added.**

Voila! You are all set! Thank you so much. You can log into this account from your phone, laptop, desktop…and whenever is convenient for you. Reports will be run by semester and the **UMF Honors Program has a goal of 100% participation and at least 10 hours per honors student**. We can make a very big impact on our community if we all do a little bit to help – many hands really do make light work! We are excited to see what this group can do!

Ways to find a volunteer opportunity that’s a good fit for you (interest, availability, location, etc.)

* Search this site! [Volunteer.uwtva.org](http://volunteer.uwtva.org/)
* Call Nichole Ernest at United Way – it’s what she does! 778-5048 or volunteer@uwtva.org
* Ask a friend
* There really is something for everyone!

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