ADDING HOURS TO HOUR REPUBLIC

Click "Add Hours" and this will appear…

Label: Type in a phrase like "Food Drive"

Category: Volunteer

Organization… you will create this by clicking on the green circle with the white **+** ( )

Organization… fill it in the details

Don't "search for an organization"… just type in the information yourself. You need the supervisor's name and email… the phone number is optional. Type in your position (helper? Cashier?)

Fill in the date and number of hours

a. **Block:** choose this if you volunteered over a longer block of time (e.g. you did 10 hours over the summer helping coach soccer). You type a start and end date, and the number of hours you completed.

b. **Shift:** choose this if you volunteered on one day only (the hours will be generated by the times you put in).
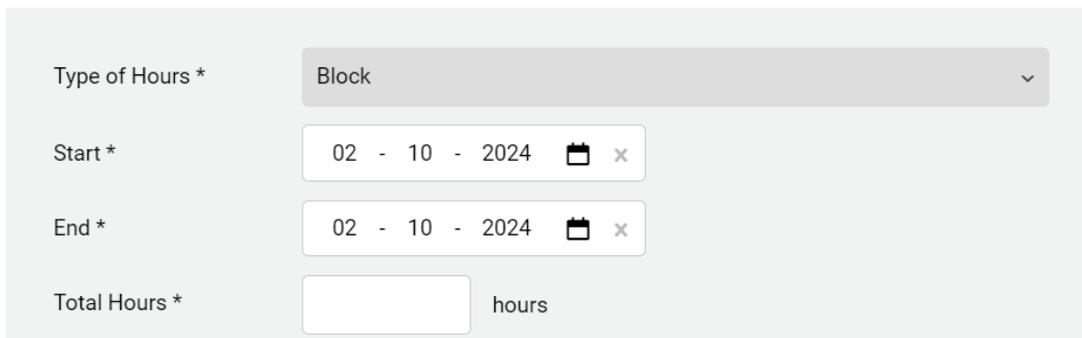
Type of Hours *	Block ⌄
Start *	02 - 10 - 2024 📅 ✕
End *	02 - 10 - 2024 📅 ✕
Total Hours *	____ hours

2. **Use the drop-down menu to select the skills you learned (e.g. communication, organization).**

   a. Type in your description of what you did (this will go to your supervisor and parent).
   b. **Click the "I verify" box**
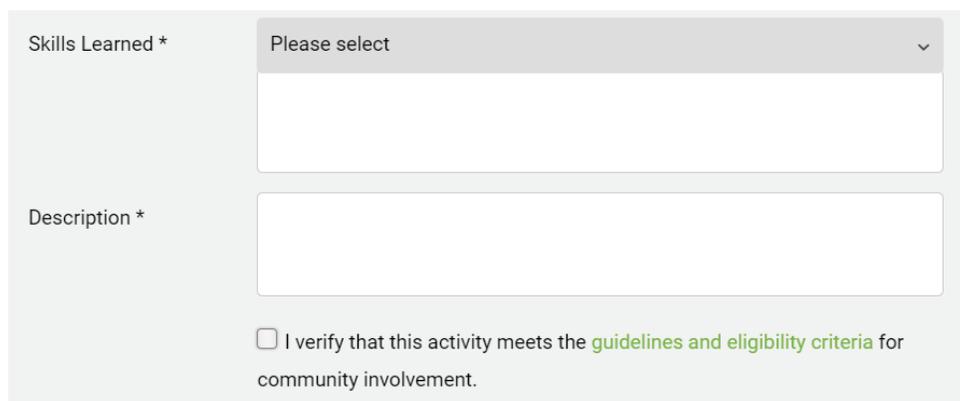
Skills Learned *	Please select ⌄
Description *	
	☐ I verify that this activity meets the guidelines and eligibility criteria for community involvement.

3. Click Save and Submit!

An email will go to your supervisor and an email will go to your parent/guardian. Ask them both to open the email and confirm you did it!