



How to Guide Series:

Recording Time for Volunteer Activities

Presented by
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Objective:



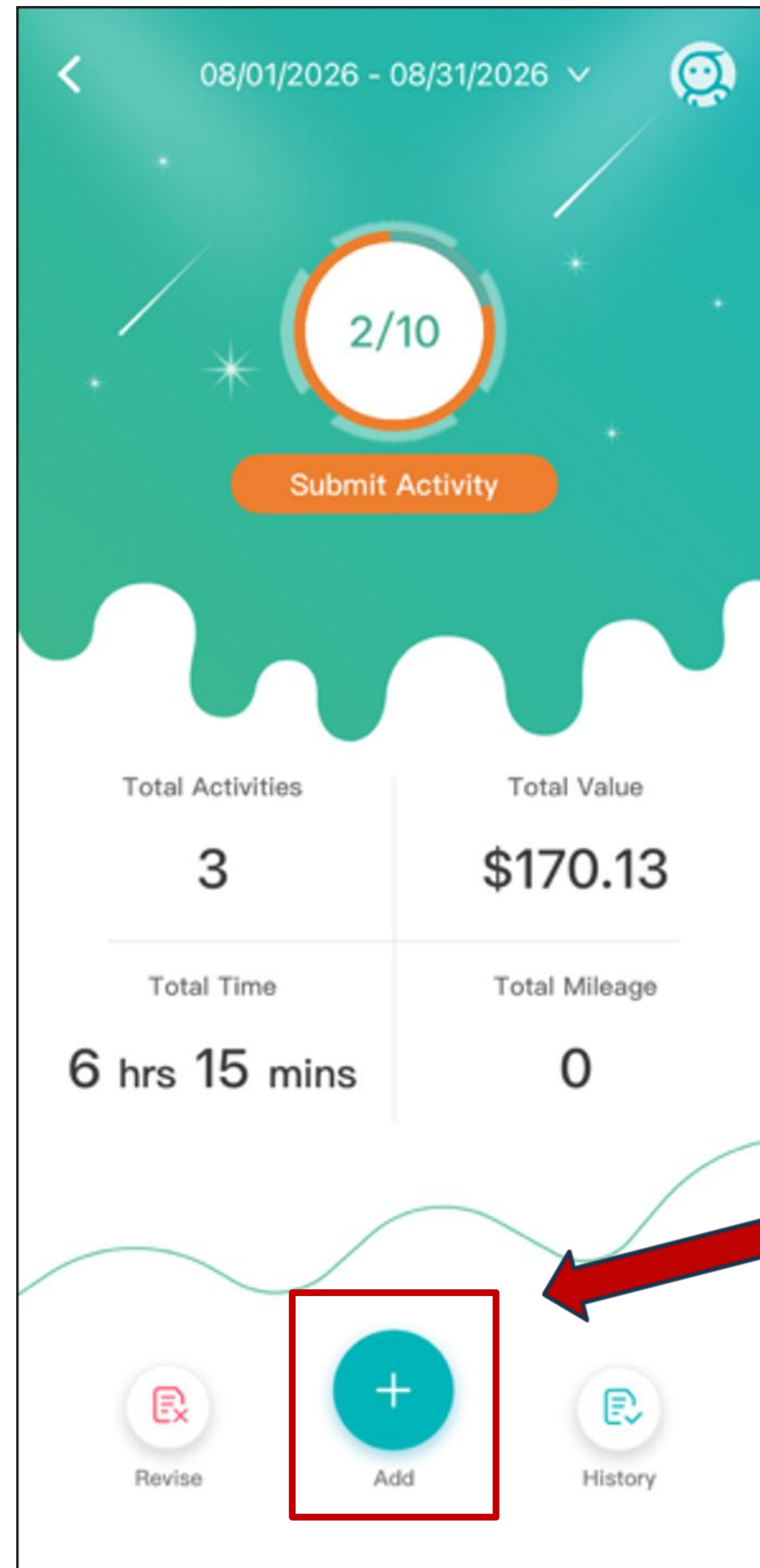
Know how to:

a. Record your Volunteer Time



Step 1:

- Go to the In-Kind section
- Tap on the (+) Icon



Total Activities	Total Value
3	\$170.13
Total Time	Total Mileage
6 hrs 15 mins	0

Revise

Add

History



Step 2:

- Tap on the Volunteer Option

Add an Activity

Q

Search activity ID/description, theme/resou...

Conscious Discipline

CM 5–6–Conscious Discipline: Choices & Positive Intent (chapters 5 & 6): Learn how offering clear, positive choices builds cooperation and reduces power struggles. Parents will also learn how to see their child’s behavior through the lens of positive intent—recognizing that all behavior is communication and responding with empathy and guidance. Record the total time spent for the week.

CM 7–8–Conscious Discipline: Empathy & Building Connection (chapters 7 & 8): Learn how to connect with your child through empathy by acknowledging feelings before addressing behavior. Parents will practice language that builds emotional safety, strengthens relationships, and helps children feel seen, heard, and understood. Record the total time spent for the week.

CM 9–10–Conscious Discipline: Encouragement & Building Self–Worth (chapters 9 & 10): Learn how to shift from praise to encouragement in ways that build intrinsic motivation and confidence. Parents will explore strategies that focus on effort, growth, and contribution, helping children develop a strong sense of self–worth. Record the total time spent for the week.

CM 11–12–Conscious Discipline: Consequences

At-home

Volunteer



Step 3:

- Select the type of Volunteer Code / Description that best describes the activity
- Then tap select



 Add an Activity

 Search activity ID/description, theme/reso...

A-A- Assistance at Agency 3500 Office

C-C- Assistance in Classroom ✓

CA-CA- Group Activities with Family Advocates

FGP-FGP-Foster Grandparent Program, Foster Grandparent Programs- OTTER

FT-FT- Field Trips

GA-Group Activity in the classroom

NT-NT- Classroom Group Activity- Nutrition

O-O- Other, Head Start/Early Head Start Meetings (part of classroom curriculum).

PA-PA = Participating in community partnerships with other parents or community members / Interviews.

PC-PC- Policy Council/Advisory Committee Members

Select 



Step 4:

- Select the date and the time

Add Report

Description	Time/Mileage
C. C- Assistance in Classroom. Please add comment.	30 mins 09/17

Comment (optional)

Done

09/17/2026

15 mins

30 mins

45 mins

60 mins

75 mins

Other



Step 5:

- Tap on the Comment Section



<

Add Report

Description	Time/Mileage
C. C- Assistance in Classroom	
Comment (optional)	

Done

09/30/2025 >

15 mins	30 mins	45 mins
60 mins	75 mins	Other



Step 6:

- Type a short description in the comment section.
- Tap on the check sign.



Step 7:

- Review the entry.
- Tap on Submit

Add Report

Description	Time/Mileage
C. C- Assistance in Classroom. Please add comment.	30 mins 09/17

Comment: Helped the children with washing hands

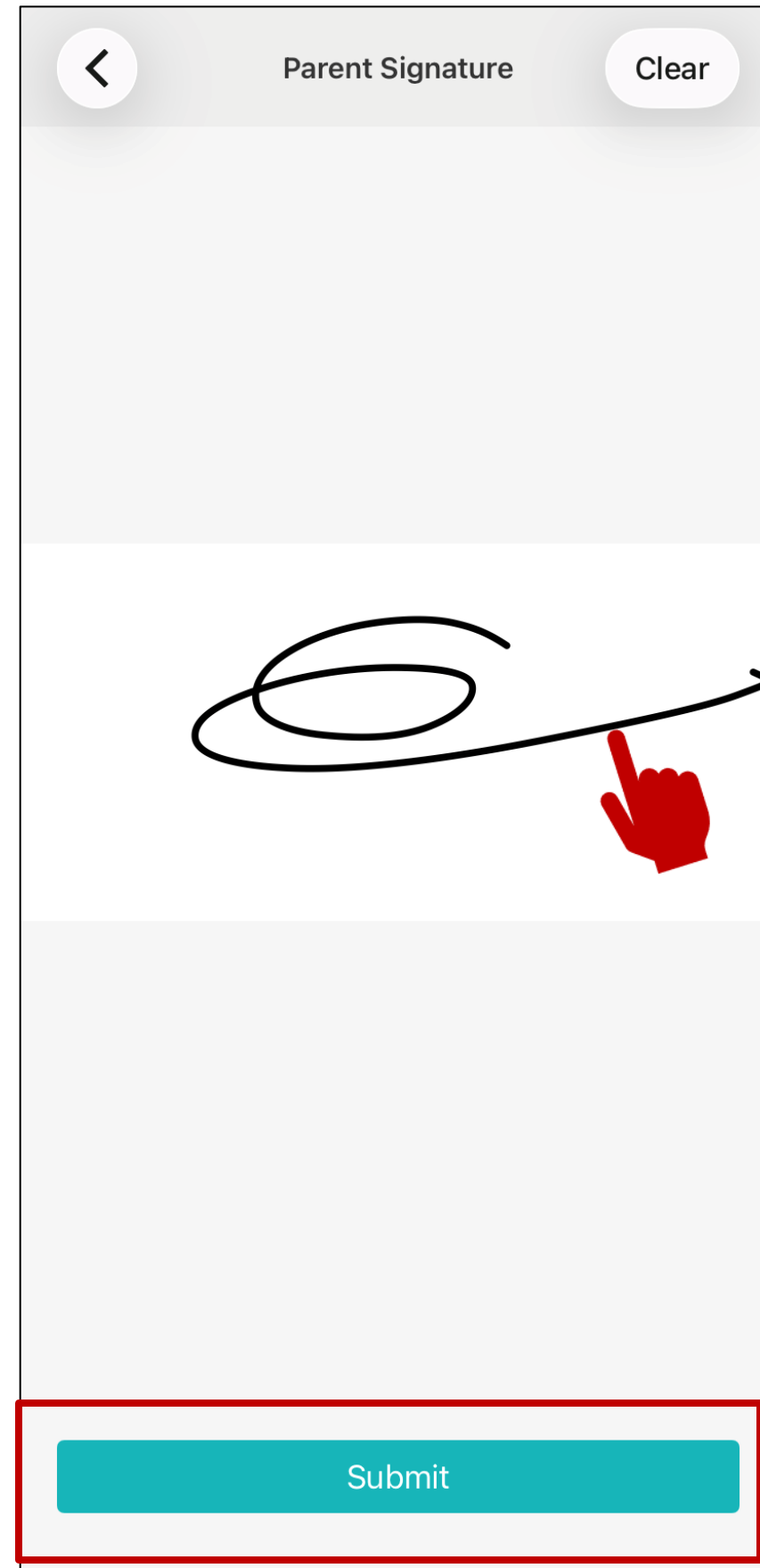
+ Add

Submit



Step 8:

- Sign your name using your finger
- Tap “Submit”



The screenshot shows a mobile application interface for a 'Parent Signature' screen. At the top, there is a navigation bar with a back arrow on the left, the title 'Parent Signature' in the center, and a 'Clear' button on the right. The main area of the screen is divided into three horizontal sections. The middle section is white and contains a black signature that looks like a stylized 'S'. A red hand icon with the index finger pointing is positioned at the end of the signature, indicating where to tap. The bottom section is light gray and contains a teal button labeled 'Submit'. A red rectangular box highlights the 'Submit' button. A large red arrow points from the right side of the screen towards the 'Submit' button.



- Recorded time for a volunteer activity

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Parent Signature

Clear



Sabrina Hayles Training

Thank you for helping our school!

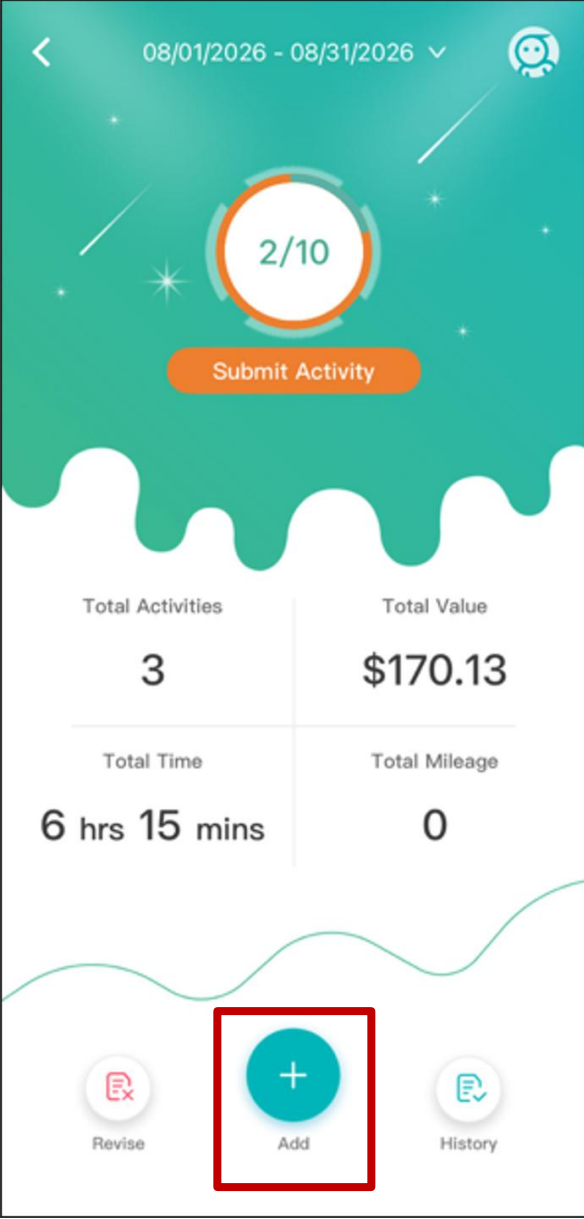
Activities	Total Value
1	\$13.61
Total Time	
30 mins	

Submit



What did we learn?

How to Record Time for a Volunteer Activity



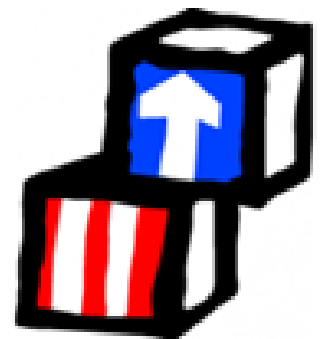
The screenshot shows a mobile app interface for tracking volunteer activities. At the top, there is a date range selector set to "08/01/2026 - 08/31/2026" and a profile icon. Below this is a circular progress indicator showing "2/10" and a "Submit Activity" button. The main section displays four statistics in a 2x2 grid:

Total Activities	Total Value
3	\$170.13
Total Time	Total Mileage
6 hrs 15 mins	0

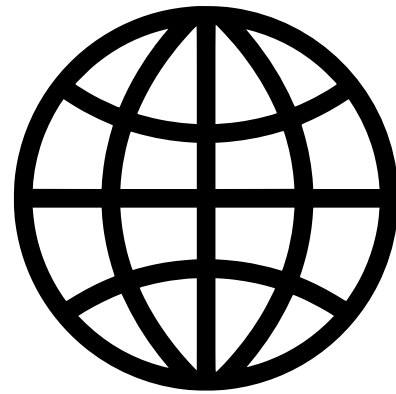
At the bottom, there are three navigation buttons: "Revise" (with a red 'X' icon), "Add" (with a teal '+' icon, highlighted by a red square), and "History" (with a document icon).



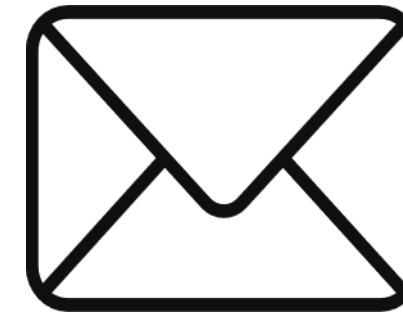
Thank you for joining us!



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You can also send us a message from our
Contact Us Option.

