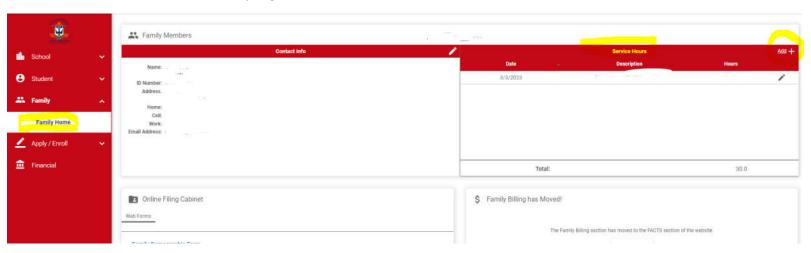# HOW TO LOG VOLUNTEER HOURS IN FACTS

Log into FACTS SIS
- Go to **FAMILY HOME**
- Go to **SERVICE HOURS** on the right side of the page
- Select **Add +** in the top, right-hand corner

Please follow these guidelines when submitting hours:

1. "**Date**" should be the date of service for any hours done between the beginning of school (August 17, 2022) and March 31, 2023. For service done between April 1, 2022 and August 16, 2022 it would be best to use Sept. 1, 2022 as the date, and include the actual service date in the "Description" line. This will assure that the service is visible in the current school year.

2. "**Hours**" should be the number of hours or credit you should receive (be sure to double for clean-up on specified events.)

3. "**Description**" should include enough information to identify the specific service.

4. "**Verified by**" Please indicate the person who will need to affirm the hours have been done (Event leader, room parent, teacher – whomever is most appropriate).

5. "**Note**": Please designate as **NF** for non-fundraising/ non-event hours or **F** for Fundraising/Event hours for designated events.

NOTE: Parents who attended tonight's Bears Club Meeting can report 1 *Fundraising* Hour! Please enter Mari Parisi-Mitchell's name in the "Verified By" field.

Service Hours - Add

Top of Form

* **Date:** 1/17/2023
* **Hours:** 1
* **Description:** Select [type a custom value] "Attend Bears Club Mtg"
* **Note:** F
* **Verified By:** Mari Parisi-Mitchell