



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

The screenshot shows the FACTS SIS interface. On the left is a red sidebar with navigation options: School, Student, Family (highlighted), Family Home (highlighted), Apply / Enroll, and Financial. The main content area is divided into two sections. The top section is titled 'Family Members' and contains a 'Contact Info' tab and a 'Service Hours' tab. The 'Service Hours' tab is active, showing a table with columns: Date, Description, and Hours. A red 'Add +' button is in the top right corner of the table. The table has one row with the date '3/3/2023' and a total of '30.0' hours. The bottom section is titled 'Online Filing Cabinet' and contains a 'Web Forms' link. A message at the bottom right states: 'Family Billing has Moved! The Family Billing section has moved to the FACTS section of the website.'

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