

Reporting Hours in VolunteerMatters

Once you have created an account and been assigned to a volunteer project by Dorcas International's Volunteer Services team, you will be able to report your hours served in your VolunteerMatters profile.

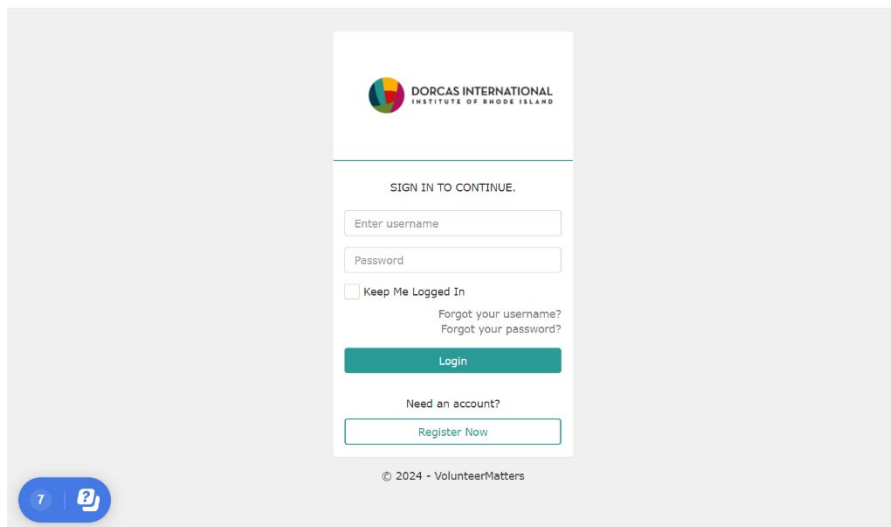
Why Logging Your Volunteer Hours is So Important

Your recorded hours are not just a record of your contributions, but they also play a crucial role in unlocking additional funding through a special program in which many of our funders recognize the value of volunteer time as a donation, and will 'match' the monetary value (about \$31 per hour!) of volunteer support received by the agency.

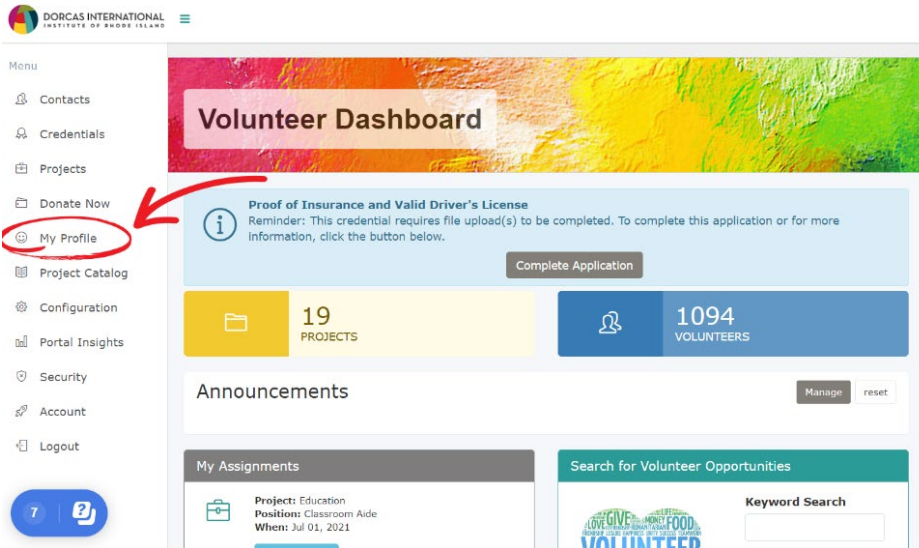
By accurately documenting your hours, you give us the ability to access more funding support, be flexible in our spending on client service programs, and ultimately enhance our ability to provide vital support to those we serve. Thank you for your logging your hours into VolunteerMatters!

How to Report Hours

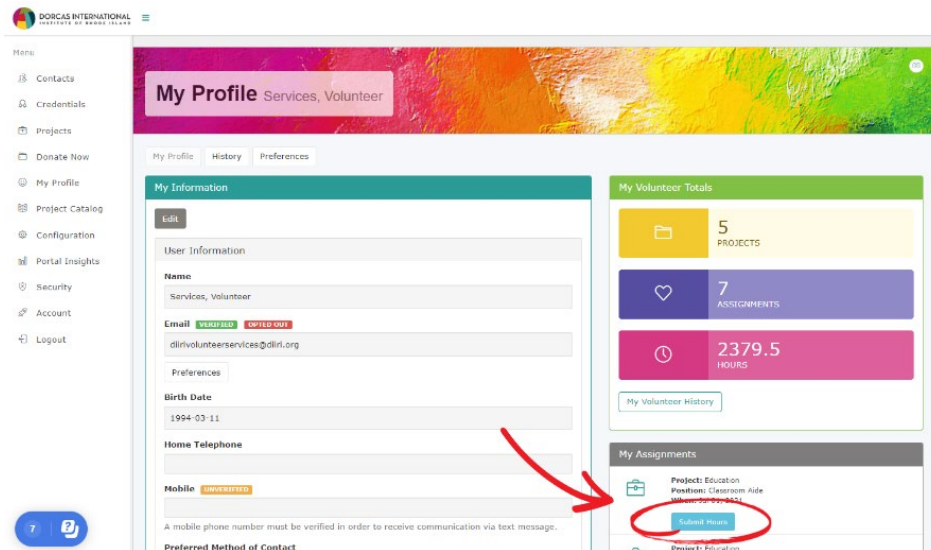
1. Log into VolunteerMatters using your username and password:
<https://diiri.volunteermatters.org/login>



2. On the menu bar, select **My Profile**



3. Under the My Assignments menu, find the assignment you're looking to report hours for, and select **Submit Hours**



4. Input the **Date**, **Description** of volunteer activity/interaction, and **Credited Hours** to be reported on.

Self Report Hours - Services, Volunteer

Career Mentoring
Career Mentor

Date
2024-06-04 ✓

Description
Visited Prov. public library with client to sign up for library card ✓

Credited Hours
4 ✓

Cancel Save


Recent Entries

Date	Description	Hours
No data available in table		

5. Select **Save**

Self Report Hours - Services, Volunteer

Career Mentoring
Career Mentor

 **Success! Your self-reported hours have been added.**

Date
YYYY-MM-DD *

Description
*

Credited Hours
*

Cancel Save

Recent Entries

Date	Description	Hours
2024-06-04	Visited Prov. public library with client to sign up for library card	4

6. You're **all done!** Thank you for reporting your hours!