# Ocean Shore School Volunteer Hours Entry

Effective School Year 2023-24

This document is for parents/guardians of students attending Ocean Shore School and will provide the instructions on how to enter volunteer hours on the ParentSquare website or app. If you have questions about logging hours, email lvp@osspto.org.

- Families will report their own volunteer hours including hours spent on field trips, theme days and as job holders.
- Multiply hour by 2 (hour worked x 2) when working directly with kids. Round up to FULL hour. Overnights max at 12 hours per calendar day.
- Parents/Guardians with ParentSquare access will need to enter hours for other family members or friends that volunteer that don't have ParentSquare access.
- Entry on the mobile app is limited to 8 hours. Website (accessed on phone or computer) has no limit on hours.
- Volunteer hours are reset each year on July 1st.
- Requested volunteer hours are 85 for one Kinder student, 95 for one student in grade 1 or above and 145 for 2 or more students.

Log Volunteer Hours on Website - ParentSquare.com

1. From **Home**, click **Volunteer Hours** in the left sidebar under the Participate section.

2. Navigate to Volunteer Hours in left sidebar
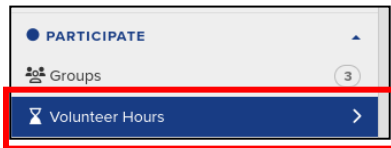
3. Enter the month, activity, include any additional details (date of volunteering and specific activity - Theme Day, Field Trip, etc.), enter your hours and click **Save**.
   a. Alternatively, hours may be consolidated into one entry per month (e.g. Art Class for 4 weeks).

4. Users can view their total number of volunteer hours by month. My Account > Volunteer Hours.
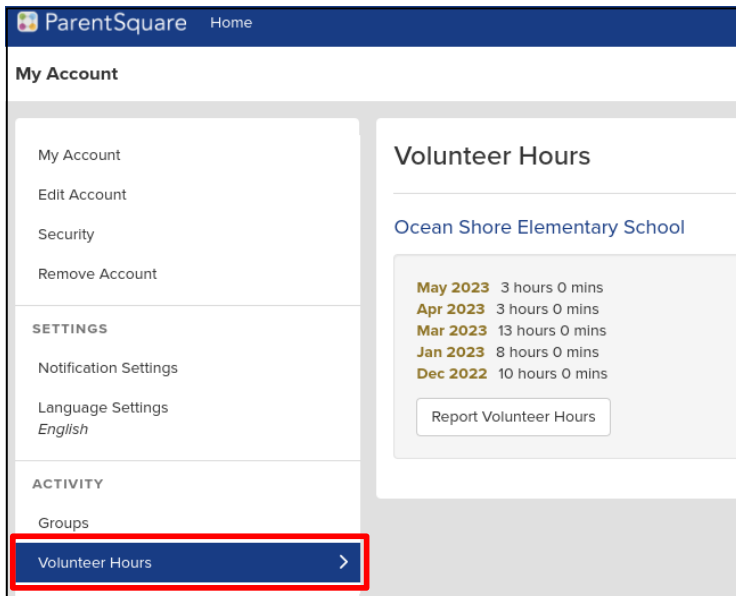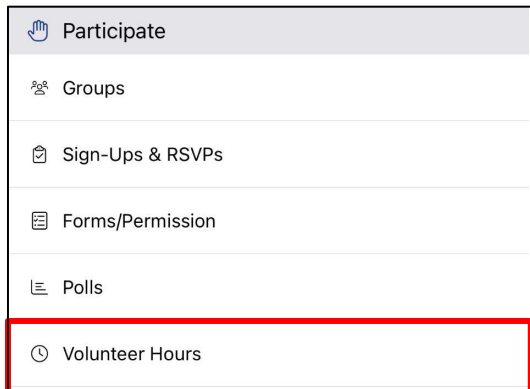

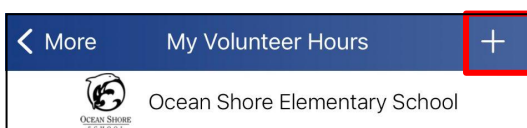# Log Volunteer Hours on Mobile App

1. From Home, tap **More** in the bottom menu.
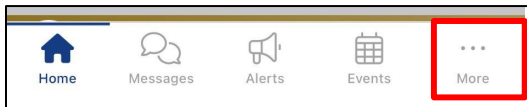
2. Tap **Volunteer Hours** at the bottom.

3. Tap **"+"** in the top right corner to add your volunteer hours.

4. Enter the month, activity and amount of time. You can add a description (date of volunteering and specific activity - Theme Day, Field Trip, etc.).
   a. If you volunteer more than 8 hours for one activity, make multiple entries or use the web version to enter hours.
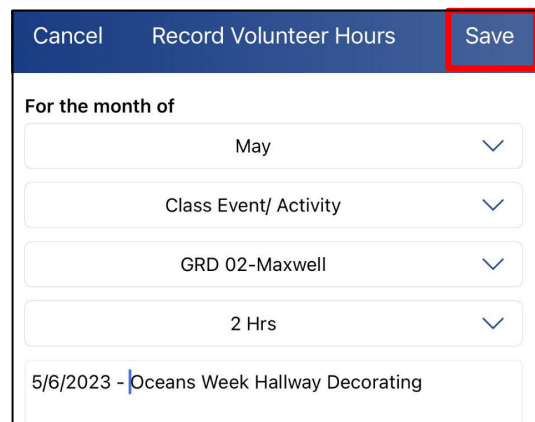
5. Tap **Save** in the top right to record your volunteer hours.