

## **TIME REPORTING OF SERVICE HOURS**

Thank you for your volunteer efforts with the Grand Haven Woman's Club and within our community. Hours are accumulated for the calendar year and reported to our state organization. When combined with all the hours for all the women's club within the federation, it demonstrates the significance of how the clubs are helping local, state, national and international organizations.

### **Instructions on how to complete the online time reporting form:**

1. It is recommended that hours be submitted on a monthly basis.
2. When reporting hours for a single project, make one entry noting the date or date range and total hours.
3. When reporting hours for multiple projects, make one entry for each project then enter the date or date range and total hours per project.
4. Upon completion, click the **SUBMIT** button at the bottom of the screen. Your completed information will be sent to the Time Reporting Administrator with a copy to your email address.

**If you require assistance or have questions, please send an email to the Time Reporting Administrator at [GHWCreporting@gmail.com](mailto:GHWCreporting@gmail.com).**