

**PROCEDURE NAME:** Reporting of Service Hours & Donations

**EFFECTIVE DATE:** August 2024

**OBJECTIVE:**

Volunteer hours and donations (cash and in-kind) are accumulated for the fiscal year, demonstrating the significance of how the club is helping the local community.

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

- Reporting of hours & donations are done on the club's website [GHWomansCub.org](http://GHWomansCub.org)
- Click the Time Reporting button on the main screen, and then click the 'enter your hours here' button. Hours and donations are reported on the same screen
- When reporting hours for a single project, make one entry noting the date or date range and total hours.
- When reporting hours for multiple projects, make one entry for each project then enter the date or date range and total hours per project.
- 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.