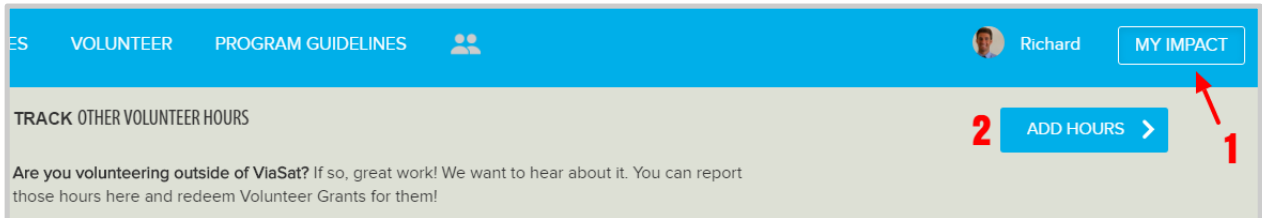



How to Track Volunteer Time

1. Click-on "**My Impact**" in the navigation bar and scroll down
2. Here you can track your volunteer hours using the "**Add Hours**" link.



ES VOLUNTEER PROGRAM GUIDELINES  Richard MY IMPACT

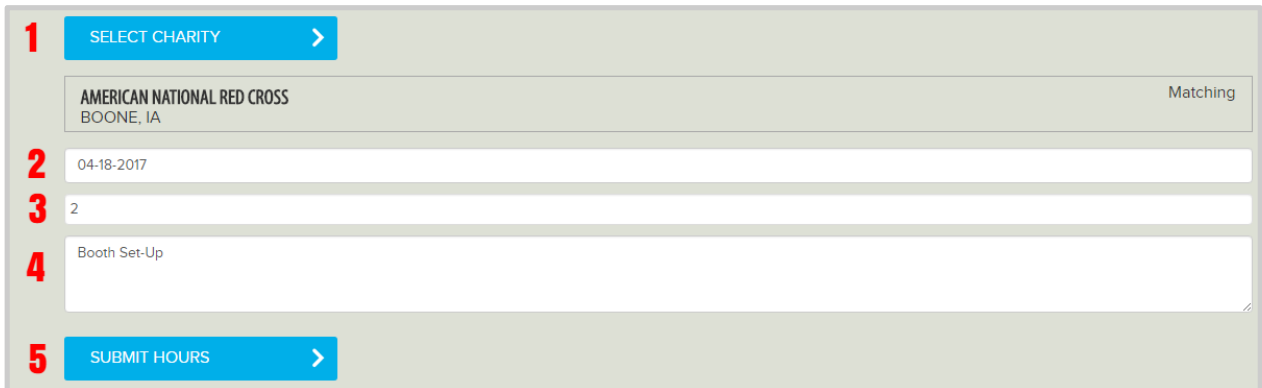
TRACK OTHER VOLUNTEER HOURS

Are you volunteering outside of ViaSat? If so, great work! We want to hear about it. You can report those hours here and redeem Volunteer Grants for them!

2 ADD HOURS > 1

To track your volunteer time, you'll need to:

1. Select Charity (It is best to have the TAX ID # from the charity. This is a 9 digit number that you can request from the charity, or you may find it on their website.)
2. Enter the date of your volunteer time
3. Enter the number of hours you volunteered
4. Enter a description of the event
5. After completing the form, click "**Submit Hours**"



1 SELECT CHARITY >

AMERICAN NATIONAL RED CROSS
BOONE, IA Matching

2 04-18-2017

3 2

4 Booth Set-Up

5 SUBMIT HOURS >