Profits4Purpose

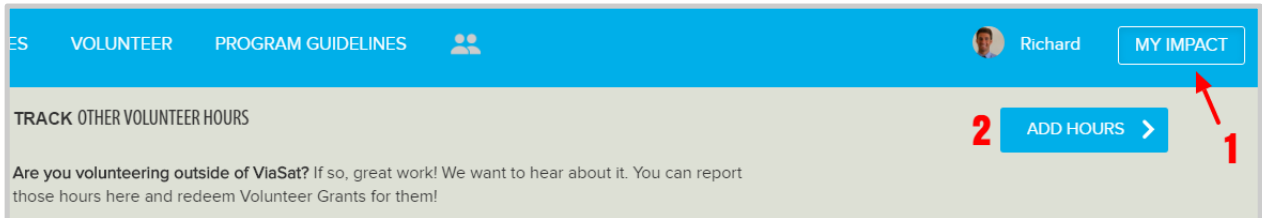# How to Track Volunteer Time

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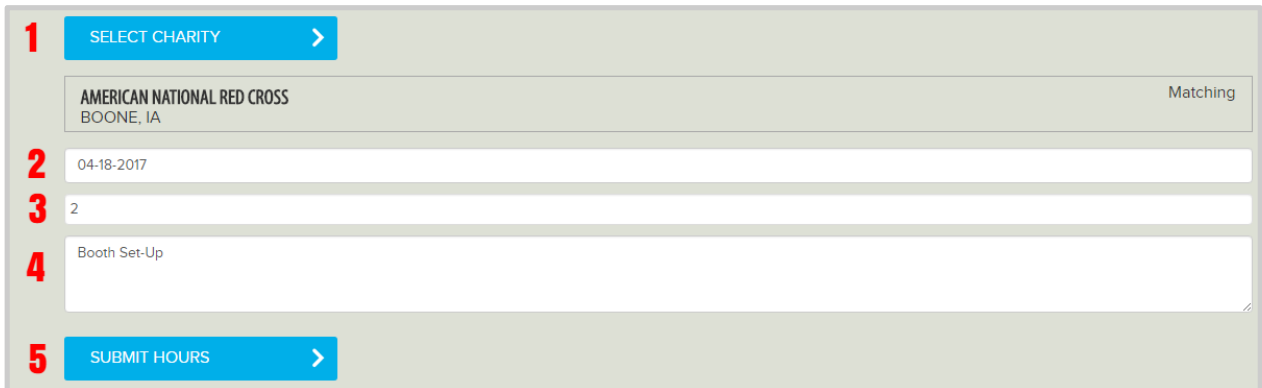
To track your volunteer time, you'll need to:

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"**