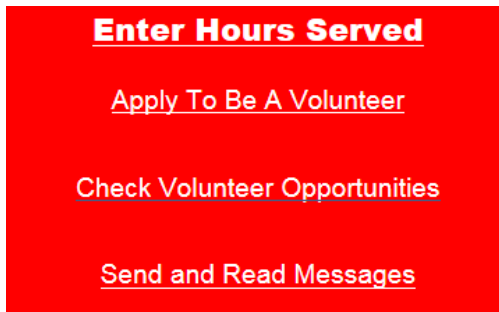




**Instructions for volunteers to report volunteer hours through RSVP website. REPORT VOLUNTEER HOURS MONTHLY after last day of the month (latest date to submit is 15<sup>th</sup> day of the following month)**

1. Go to [www.rsvpgrandjunction.org](http://www.rsvpgrandjunction.org) and look for the **RED** box on the home page.



2. Click on
- a. **Enter Hours Served** - To enter volunteer hours.
  - b. *Apply To Be A Volunteer* – For an online volunteer application.
  - c. *Check Volunteer Opportunities* - See a list of volunteer opportunities.
  - d. *Send and Read Messages* - Send us a message or check for responses.

**3. Submitting Your Hours:**

- a. You will need a username and password to login. Your user name is your first and last name (no caps or spaces). For example: janejones
  - b. The password for the first time you log in is “**volunteer**.” You MUST change your password after you log in the first time. Then you can enter your own private password. If you forget your login information, contact RSVP Volunteer Manager.
  - c. Once you have logged in, you will find a list of volunteer positions you are currently assigned to. If you leave or change placements, notify the RSVP Volunteer Manager.
    - Select the placement name and click “OK”. You will be directed to another screen.
    - Choose the month you want to enter hours for.
    - Enter the hours you served to the nearest quarter hour and click “OK.”
    - Repeat for each volunteer placement you have.
4. Hours are approved once a month by the RSVP office. They will show on your profile after they have been approved.

Diane Barger, Volunteer Manager  
 970-243-9839 ext 5  
[recruit@rsvpgrandjunction.org](mailto:recruit@rsvpgrandjunction.org)

<b>Username:</b>	first & last name(no caps, no spaces)
<b>Password:</b>	volunteer