

## How to log hours and add roles?

### **What counts as volunteering?**

To be counted as volunteering you can't have received academic or monetary credit for your time. Examples of volunteering are being a committee member of a Sports or Societies club. Helping at any non for profit organisation or participating in University projects such as Ambassadors, Peer Mentoring and School Mentoring. You can also count anytime you spent volunteering anywhere not just in Chester, for example if you volunteer at home in the summer this can also be counted.

**Club/Society Committee Role** – Any volunteering for Chester Students' Union's clubs and societies as a committee member.

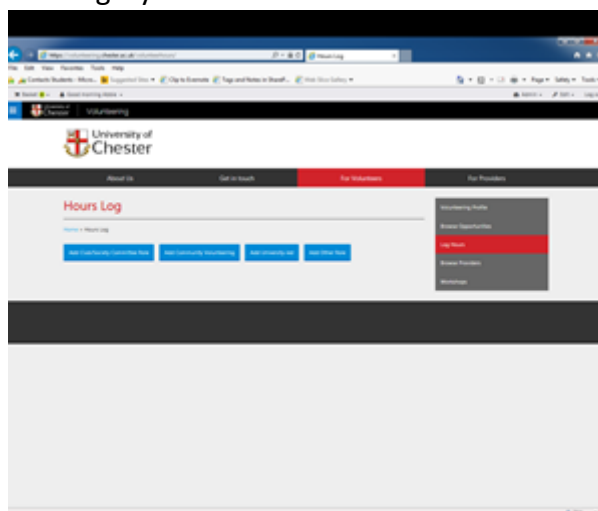
**Community Volunteering** – Volunteering undertaken external to the university within the UK e.g. working with a charity.

**University-led** – Any volunteering organised by the University of Chester, such as Student Ambassadors, Peer Mentoring, School Mentoring and StARs. Volunteering with your academic department would also fall under this category.

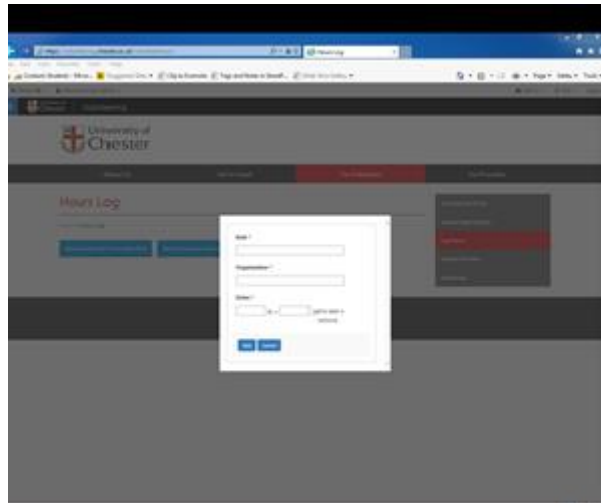
**Other Role** – Any volunteering undertaken overseas.

### How to log hours...

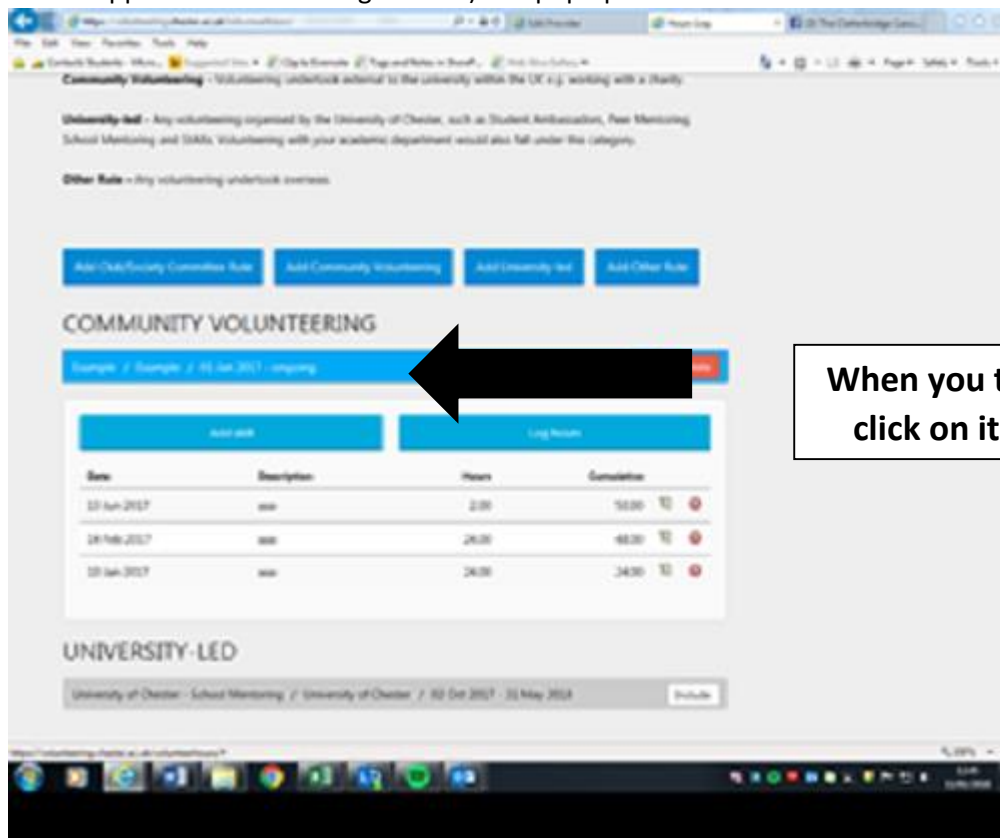
1. Select "Log Hours"
2. You will then be asked in which category your volunteering falls under. Please select the most appropriate category.



3. You will then be asked further information about your volunteering (Position, Organisation, When you started with them and when you finished etc (if you are still volunteering with them, please leave this field blank)  
Once you have clicked save you will now be able to log your hours.



- Once you have added the role you need to click on the role title you have entered (This should appear in white writing on blue) and pop up boxes for Skills and Hours will appear.



- You will then be directed to the Log Hours pop up.
- To record your hours please select the date you undertook volunteering, a quick description of what you did (this doesn't have to be much – just the role name) and then how many hours and minutes you volunteered for (\*don't forget to include travel time!) Keep adding hours for each date you have volunteered!

**IF YOU HAVE QUERIES PLEASE EMAIL [volunteering@chester.ac.uk](mailto:volunteering@chester.ac.uk) OR POP ALONG TO ONE OF OUR DROP IN SESSIONS (EACH FRIDAY DURING TERM TIME 1PM-4PM IN BINKS 113)**