

What You Do that Qualifies for Guild Volunteer Hours

- Attend monthly Guild meetings
- Volunteering for Las Guias, Museum Shop, Info Desk, Library, Bookstore, The Indian Fair & Market, Student Art (including travel time)
- Attend Board or any Committee meetings
- Assist at Museum events (enter as all other at Heard Central)

How to Record Your Guild Volunteer Hours

Go to <http://Heardguild.org> and click on My Records at the very top of the website in the tan bar. Next a drop down menu will appear, click on Record Volunteer Hours.



Continue to Login page.....

Enter your email address and password and click on GO.

The image shows the login page of the Heard Museum Guild website. At the top left is the Heard Museum Guild logo. To the right of the logo is the word "Login" in a bold, black font. Below the logo and "Login" text is a warning: "PERSONAL GUILD RECORDS and GUILD RESTRICTED MATERIAL" followed by "To log in, enter your email address and your Guild password, and then click the Go button." There are two input fields: "Login name:" and "Password:". Below the "Password:" field are two links: "Forget your password?" and "Help". At the bottom of the form is a green button with the word "Go" in white. At the very bottom of the page is a grey footer bar with the text "Return to Guild Home Page | Privacy policy".

Continue to Membership Information page.....

On this page the words Post Your Hours appears in a gray box.

Click on Post Your Hours in the Gray box.



Heard Museum Guild

Membership Information Center

Volunteer information for Diane Leonte

Home

My Profile

My Schedule

My Service History

Time Sheet

Account

Post your hours

**Membership & Las Guias
Rosters and Contact Lists**

Including Fair Committee Chairs, Alias
Email Addresses, Museum Staff phone
numbers, and other contact
information.

**Meeting Minutes and
Financial Statements**

Guild General and Board Meeting
Minutes and Financial Reports.

**Las Guias
Documents**

Noticias, Label Copy and Annual Guide
Schedule.

**Las Guias
Weekly Schedule**

The Weekly Guide/Tour Schedule is
available here.

Instructions

Continue the Time Sheet page.....

Here you will enter the day(s) and hours you volunteer and how you spent your volunteer hours.



Volunteer information for Diane Leonte

- Home
- My Profile
- My Schedule
- My Service History
- Time Sheet**
- Account

Instructions

Enter a range of dates for your entry. (It can be just a single day for all your accumulated hours.) If you have more than 180 hours to enter, make multiple entries.

Choose one of the "Assignments."

Enter the hours for only that Assignment and click "Continue."

After the confirmation you may make another entry for the same or a different Assignment.

For rules about what hours are eligible, see the "Awards Policy" at the Bylaws and Policies tab in the Guild Members website.

Time Sheet

What was the **beginning** date of your service? April 16 2016

What was the **ending** date of your service? April 16 2016

Which assignment did you serve in? Choose one

How many hours did you serve? 0 hours, 0 minutes

Continue

Continue to how to enter your hours.....

A CLOSER LOOK.

Select from the drop down menu to the right of: "What was the **beginning** date of your service", the month, day and year you participated in volunteer activity.

(If the volunteer activity was on the same day, repeat by selecting the same month, day and year you participated in the volunteer activity from the drop down menu to the right of the "What was the **ending** date of your service").

You can enter a range of dates for any sequence of days, month(s), year (even previous years if you have neglected to record the hours until now). All hours will be accepted and applied to your accumulative hours.

Next select the volunteer assignment you participated in from drop down menu. If you do not see a category listed for your volunteer activity, such as attending Guild meeting, or assisting museum with event, then select all other (Heard Central).

Last, enter how many hours you served in this volunteer activity. (minutes probably best to round up or down to ¼ hour. Click on Continue in Green Box.

Time Sheet

What was the beginning date of your service?	April	16	2016	
What was the ending date of your service?	April	16	2016	
Which assignment did you serve in?	Choose one			
How many hours did you serve?	0	hours,	0	minutes

[Continue](#)

Continue to confirm your hours.....

Almost there, Click on Yes, if the hours are correct, or No if you need to change the hours or dates.

Time Sheet

Please confirm your entry:

You served between: April 16, 2016 and April 16, 2016

Assignment: All other [Heard Central]

Hours: 2:00

Is this correct?

Yes

Click **Yes** to save this entry

No

Click **No** if you want to make a change

You're DONE!! and you have helped the museum obtain grants based on volunteer hours. Congrats!