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)
- Training time required for maintaining or improving proficiency in any service area, including workshops, continuing education, and new exhibit walk-throughs.

How To Record Your Guild Volunteer Hours

Go to www.heardguild.org and click on "My Records" at the very top of the home page in the tan bar. Next a drop-down menu will appear, click on Record Volunteer Hours.

Continue to the Login page.

Enter your email address and password and click on "Go."

Continue to the Membership Information Center page.

Click on "Post Your Hours" in the gray box.

Continue to the Time Sheet page.

Heard Museum Guild

Membership Information Center

Volunteer information for Gilda Hearder

| 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 5 2018

What was the **ending** date of your service? April 5 2018

Which assignment did you serve in? Choose one
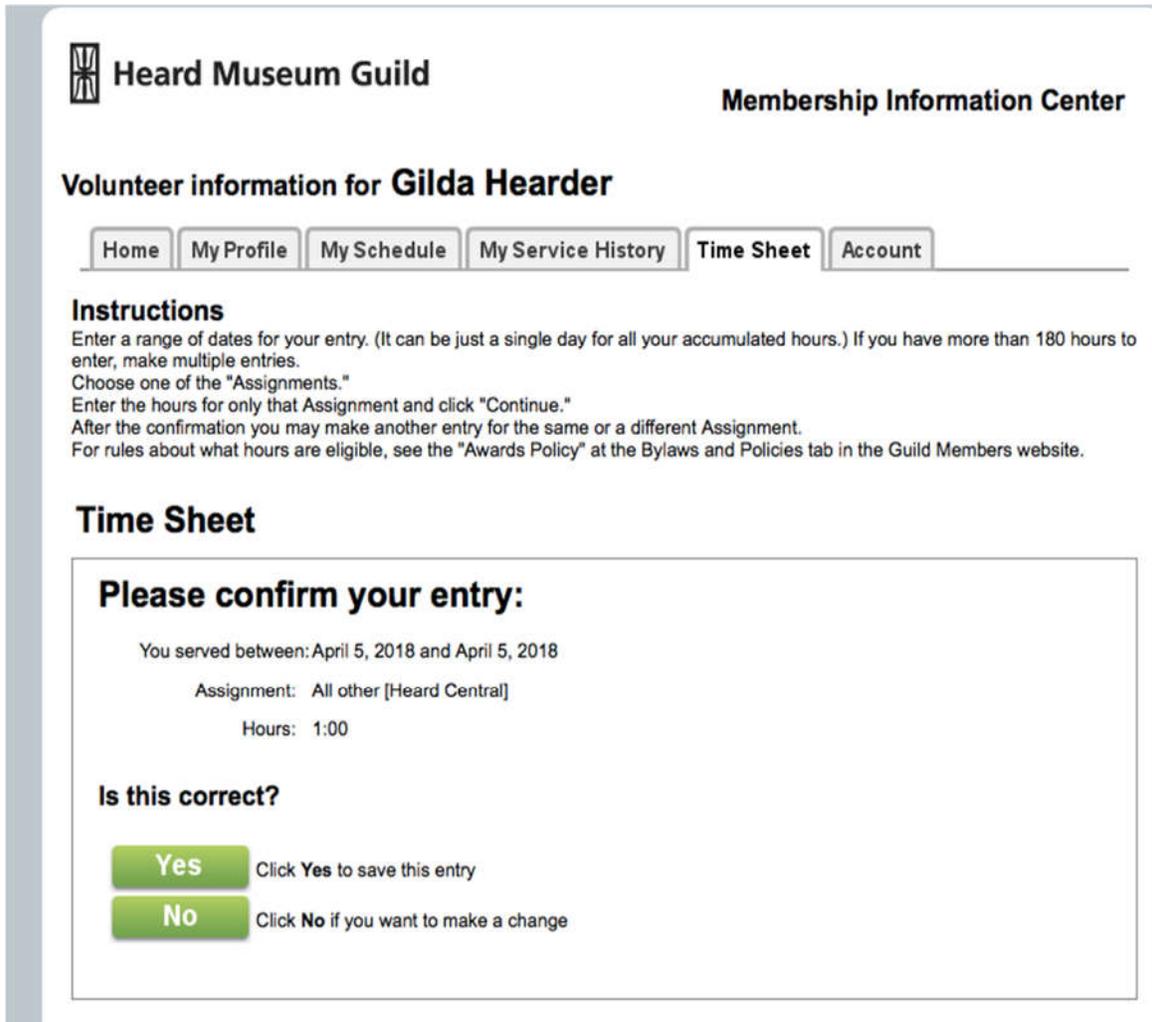
How many hours did you serve? 0 hours, 0 minutes

Continue

Here you enter the day(s) and hours you volunteer and how you spent your volunteer hours.   Follow the instructions on that page.

Continue to see how to enter your hours.

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Instructions

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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 5 2018

What was the **ending** date of your service? April 5 2018

Which assignment did you serve in? All other [Heard Central]

How many hours did you serve? 1 hours, 0 minutes

Continue

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 accumulated 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 at a Museum event, then select "All other (Heard Central)."

Last, enter how many hours you served in this volunteer activity (for minutes round up or down to 1⁄4 hour). Click on Continue in the Green Box.

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

If you click on Yes, you will go to this page.

Use "Another" to add more hours or "Exit" to leave the system.

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