

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.

A screenshot of the Heard Museum Guild login page. The page has a white background with a grey border. At the top left is the Heard Museum Guild logo and the text "Heard Museum Guild". At the top right is a "Login" button. Below the logo is the text "PERSONAL GUILD RECORDS and GUILD RESTRICTED MATERIAL" and "To log in, enter your email address and your Guild password, and then click the Go button." There are two input fields: "Login name:" with the value "ghearder@heardguild.org" and "Password:" with a masked password "*****". Below the password field are two links: "Forget your password?" and "Need a password?". At the bottom of the form is a green "Go" button. At the very bottom of the page are two links: "Return to Guild Home Page" and "Privacy Policy".

Enter your email address and password and click on “Go.”

Continue to the Membership Information Center page.

Volunteer information for Gilda Header

[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, and Alias Email Addresses.

Meeting Minutes and Financial Statements

Guild General and Board Meeting Minutes and Financial Reports.

Las Guias Weekly Schedule

The Weekly Guide/Tour Schedule is available here.

Las Guias Documents

Noticias, Label Copy, and Annual Guide Schedule.

Instructions

Exit

Click on “Post Your Hours” in the gray box.

Continue to the Time Sheet page.



Volunteer information for Gilda Header

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.

Volunteer information for Gilda Header[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? All other [Heard Central]

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

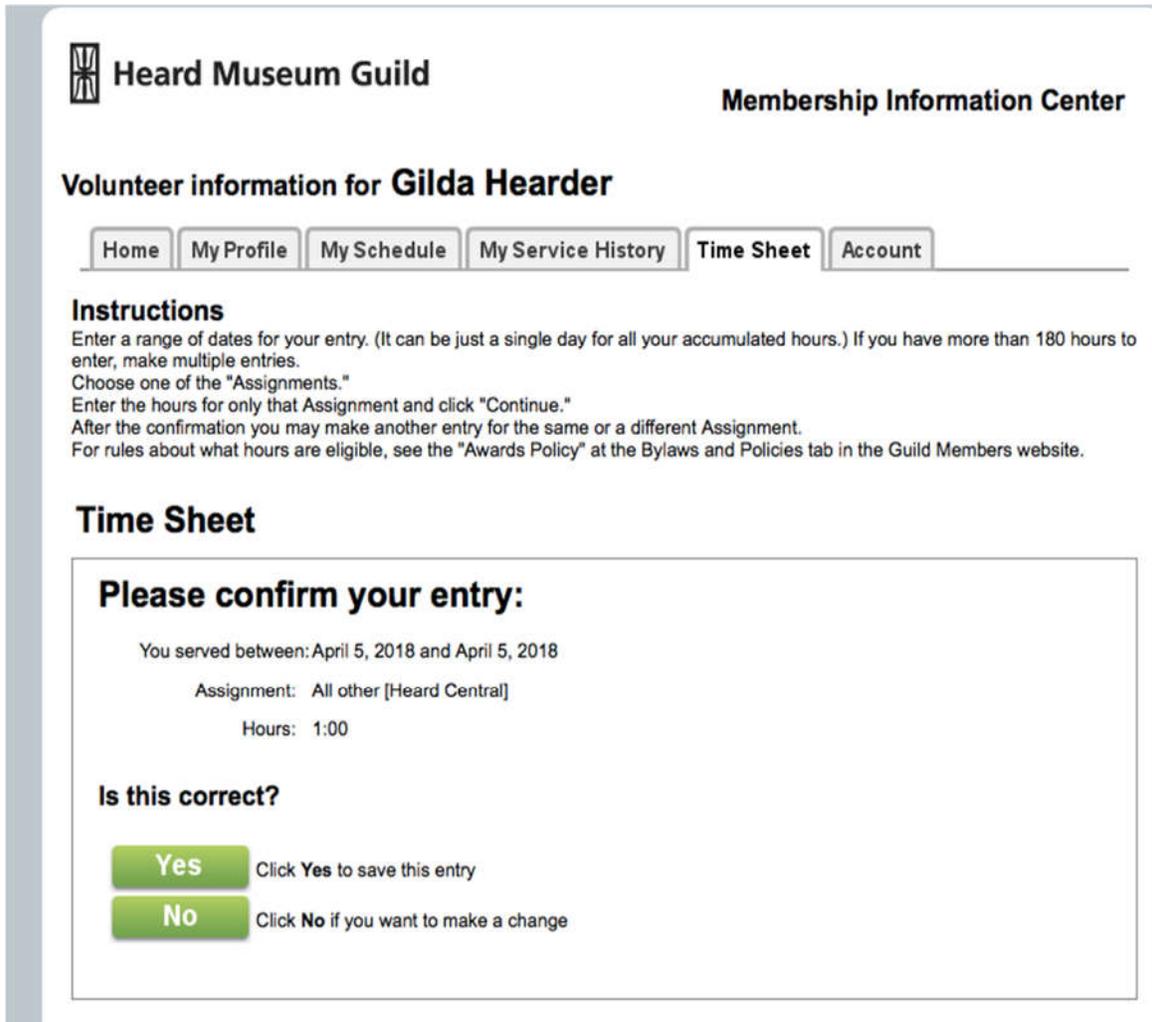
[Continue](#)**A CLOSER LOOK**

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.



 **Heard Museum Guild** **Membership Information Center**

Volunteer information for Gilda Hearder

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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

Please confirm your entry:

You served between: April 5, 2018 and April 5, 2018

Assignment: All other [Heard Central]

Hours: 1:00

Is this correct?

Click **Yes** to save this entry

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

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.

The screenshot shows a web interface for the Heard Museum Guild. At the top left is the logo and the text "Heard Museum Guild". At the top right is "Membership Information Center". Below this is a heading "Volunteer information for Gilda Header". A navigation bar contains buttons for "Home", "My Profile", "My Schedule", "My Service History", "Time Sheet", and "Account". The "Time Sheet" button is highlighted. Below the navigation bar is a section titled "Instructions" with the following text: "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." Below the instructions is a section titled "Posted" with the text: "Your service entry has been recorded. If you need to make another entry now, click 'Another.'" A green button labeled "Another" is positioned below this text. Underneath is a section titled "Your recent service entries:" followed by a table with three columns: "Date", "Assignment", and "Hours". The table contains one entry: "04-05-2018", "All other [Heard Central]", and "1:00". Below the table is the text: "For your complete service history select the 'My Service History' tab." A green button labeled "Exit" is located at the bottom of the interface.

Heard Museum Guild **Membership Information Center**

Volunteer information for Gilda Header

[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.

Posted
Your service entry has been recorded. If you need to make another entry now, click "Another."

Another

Your recent service entries:

| Date | Assignment | Hours |
|------------|------------------------------|-------|
| 04-05-2018 | All other [Heard Central] | 1:00 |

For your complete service history select the "My Service History" tab.

Exit

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