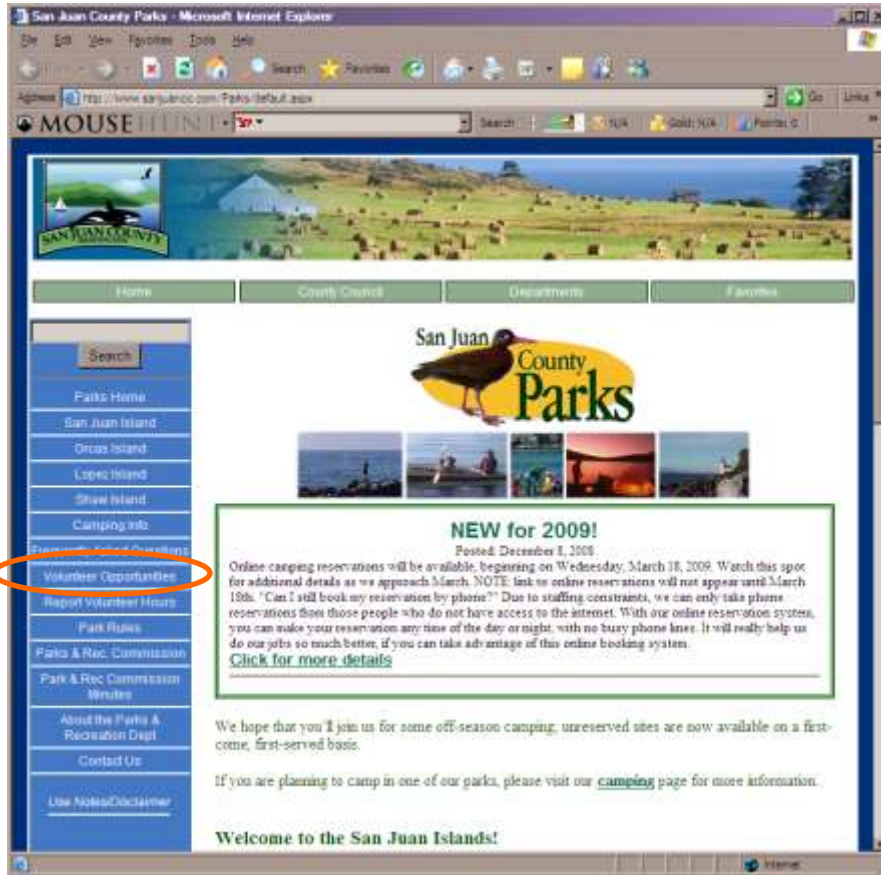
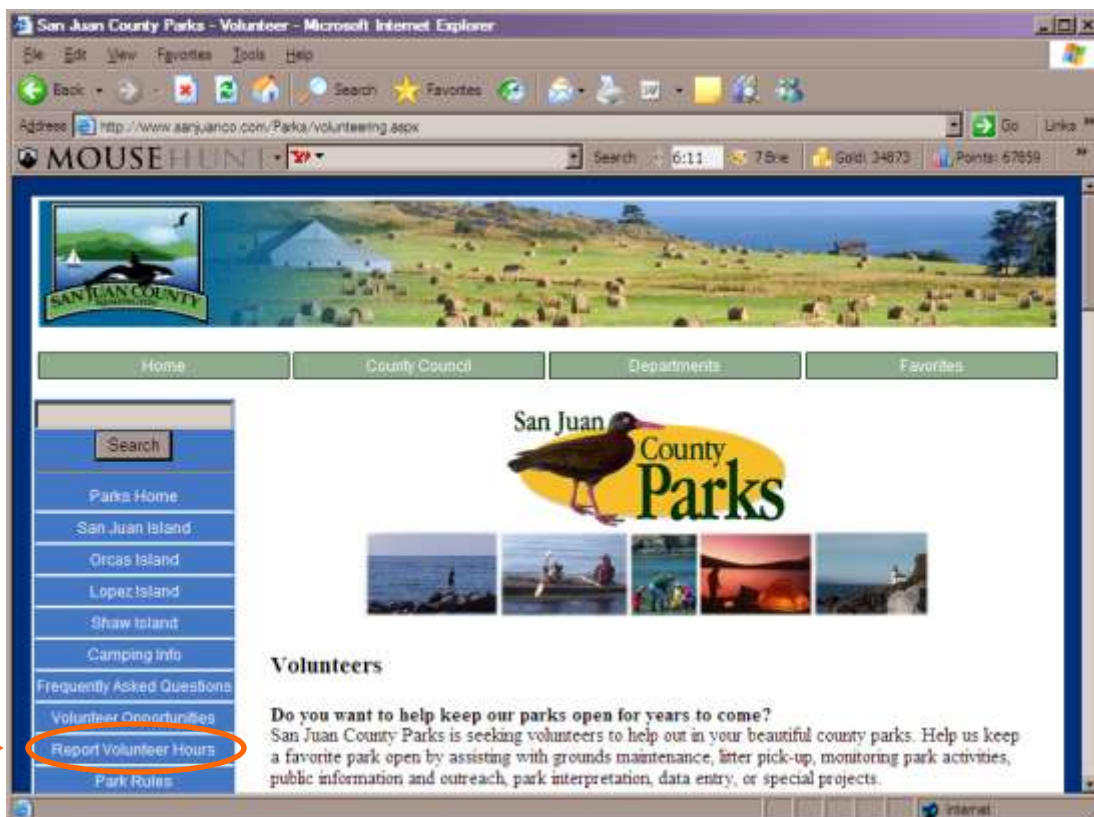


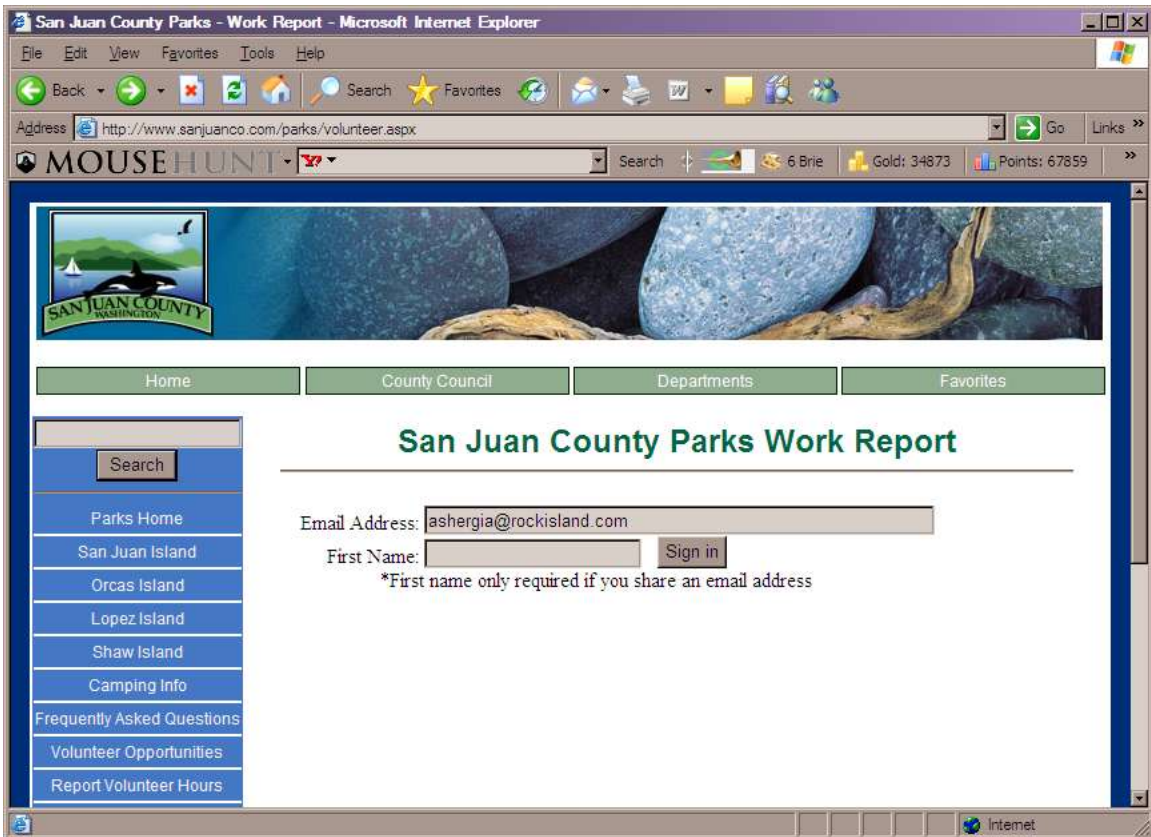
## How to log Volunteer hours through San Juan County Parks website

<http://www.sanjuanco.com/parks/default.aspx>

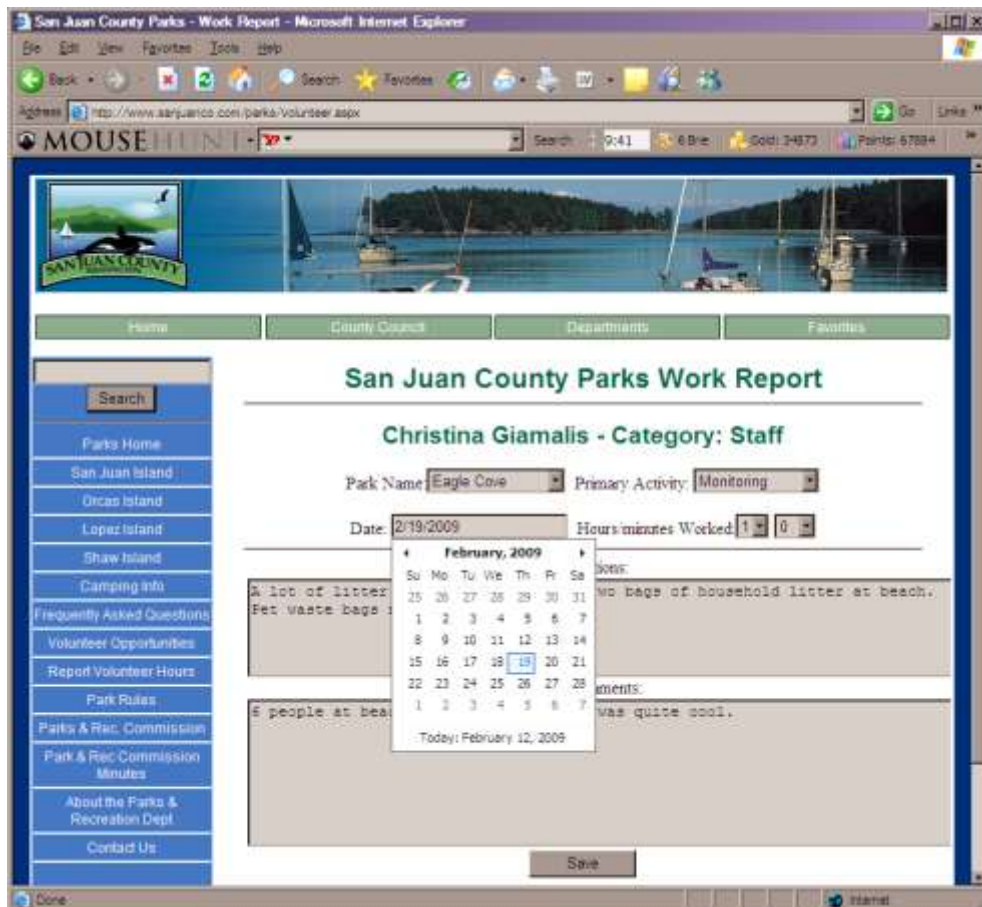


Click on “Volunteer Opportunities” on left navigation pane. Click “Report Volunteer Hours” in the new screen.





Complete the first screen, and click “Sign in”.



Select Park Name, Activity, & time worked from drop down lists; enter date or select from calendar; Type in observations and comments. Click on “Save”. (see next.)

CAUTION! The screen will go blank! Do not re-enter the same information; you may enter new information into the blank screen. When all entries have been made, simply close the window; your entry (or entries) have been recorded.

**San Juan County Parks Work Report**

**Christina Giamalis - Category: Staff**

Park Name:  Primary Activity:

Date:  Hours/minutes Worked:

Observations:

Other Comments:

Park	Activity	Date	TimeWorked
Eagle Cove	Monitoring	Feb 1 2009	0.25
Eagle Cove	Monitoring	Jan 2 2009	0.25
Eagle Cove	Monitoring	Jan 1 2009	0.00
Eagle Cove	Monitoring	Jan 1 2009	0.25

Thank you for using this online activity entry process. It allows us to report on a number of important data sets, including hours to submit to the Department of Labor and Industries, so all volunteers will be covered by L&I insurance, in case of an injury while volunteering on behalf of the Parks Department.