

# Submitting Volunteer Hours



## Notes:

\*\*\* Be sure to submit volunteer hours in a timely manner \*\*\*

1. Click the **Add For Open Dates** or **Add For Day** buttons. Select the month day and year and type the hours. Numbers between 1 and 24 are accepted.
2. Only use the **Add For Period** as a last resort. Period hours are not reported for the military community. Use Period Hours for historical purposes only.

Volunteer Opportunities

Volunteer Coordinators

Volunteer Activity


Service Record (VSR)

Annual Summary

Profile

Hours History

Application History

 Volunteer Activity

← Back to Map

Log your volunteer hours and manage your volunteer trainings, awards, and other volunteer services.

Cashier, Thrift Shop, Test Community

Status All

Date	Hours	Hours Type	Status	Note
We're sorry, there are no records to display.				

Add For Open Dates

Add For Day

Add For Period

Return

Time entry deadline: For administrative reporting reasons, all time entries must be completed no later than the 15th of the following month. After the 15th, time entries for dates earlier than the current month can only be added by OPOCs and AVCCs.

# Submitting Volunteer Hours / Open Dates




## Notes:

\*\*\* Be sure to submit volunteer hours in a timely manner \*\*\*

1. Login to Army OneSource.
2. Click **Volunteer Tools** button.
3. Select the **Volunteer Activity** tab.
4. Click the **Hours** link for the desired position under the Open Services section
5. Click the **Add For Open Dates** button. Select the available date and type the hours. Numbers between 1 and 24 are accepted.
6. Click **Save**.

Volunteer Opportunities
Volunteer Coordinators
**Volunteer Activity**
Service Record (VSR)
Annual Summary
Profile
Hours History
Application History


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[← Back to Map](#)

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**Cashier, Thrift Shop, Test Community**

3/1/2012 - 4/17/2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				03/01	03/02	03/03
03/04	03/05	03/06	03/07	03/08	03/09	03/10
03/11	03/12	03/13	03/14	03/15	03/16	03/17
03/18	03/19	03/20	03/21	03/22	03/23	03/24
03/25	03/26	03/27	03/28	03/29	03/30	03/31
04/01	04/02					

[Save](#)
[Cancel](#)

Hours certified by the OPOC are shown in green and cannot be edited. For administrative reporting reasons, the deadline for entering hours for a service performed during a given month is the 15th of the following month--after the 15th, hours cannot be entered for dates in the previous month. The data entry boxes for dates for which hours cannot be added or edited are colored gray.

# Submitting Volunteer Hours / Add For Day



## Notes:

\*\*\* Be sure to submit volunteer hours in a timely manner \*\*\*

1. Login to Army OneSource.
2. Click **Volunteer Tools** button.
3. Select the **Volunteer Activity** tab.
4. Click the **Hours** link for the desired position under the Open Services section
5. Click the **Add For Day** button.
6. Type or select a date from the calendar.
7. Type volunteer hours. Numbers between 0 (greater than 0, such as .5) and 24 are accepted.
8. Add an optional note.
9. Click **Save and Return**.



## Volunteer Activity



Back to Map

Log your volunteer hours and manage your volunteer trainings, awards, and other volunteer services.

Store Attendant, Thrift Shop, Test Community

\* = Required

Label underlining = Popup help

Status Submitted

\* Date 4/6/2012

Calendar

\* Hours

Note

0 of 300 characters used

Save and Return


Return

# Submitting Volunteer Hours / Add For Period



## Notes:

1. Login to Army OneSource.
2. Click **Volunteer Tools** button.
3. Select the **Volunteer Activity** tab.
4. Click the **Hours** link for the desired position under the Open Services section
5. Click the **Add for Period** button. Select the month and year.
6. Type the number of hours for that month.
7. Click **Save and Return to Hours List** or **Save and Add Another**.

 **Volunteer Activity**

[← Back to Map](#)

Log your volunteer hours and manage your volunteer trainings, awards, and other volunteer services.

**Store Attendant, Thrift Shop, Test Community**

StatusSubmitted

\* Hours

Calendar Year2012 ▼

\* MonthPlease Select ▼

\* = Required

Label underlining = Popup help

Save and Add Another

Save and Return to Hours List

Return

# Volunteer Service



## Notes:

Adding Awards, Training or other volunteer activity to your Volunteer Service Record:

1. Login to Army OneSource.
2. Click **Volunteer Tools** button.
3. Select the **Volunteer Activity** tab.
4. Scroll to the appropriate section, and click **Add New**.
5. **Save** your additions. You will not be able to edit these later.
6. Your additions will not be certified. Contact your volunteer manager to certify your additions.

Volunteer Opportunities
Volunteer Coordinators
**Volunteer Activity**
Service Record (VSR)
Annual Summary
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Hours History
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**Volunteer Activity**

Back to Map

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Open Services - Current Army volunteer positions

Started	Position	Organization	Status	Total Hours	
04/02/2012	<a href="#">Cashier</a>	Thrift Shop	Active	0.00	<a href="#">Hours</a>
Total Submitted and Certified Hours (day and period)				0.00	

Closed AVC Services - Past Army volunteer positions

Non-AVC Services - Volunteer activity outside of the Army

Awards and Special Recognition

Received	Type of Award or Special Recognition	Presented By	Certified
We're sorry, there are no records to display.			

Add New

Training

Completed	Type of Training	Hours	Presented By	Certified
We're sorry, there are no records to display.				

Add New

Orientations

Files



# VMIS Summary

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## Volunteer Tools

- **Register as an Army OneSource member**
- **Search for Volunteer opportunities**
- **Apply for Volunteer positions**
- **Submit your volunteer hours**
- **Update your Volunteer Service History**