Logging Volunteer Hours Instructions

Before You Start
To log volunteer hours, you must have an approved volunteer enrollment for the current 4-H year.

Steps

1) Login to 4-H Online with your family’s email and password.
2) Locate your name in the list of members in your family.
3) Click the View button next to your name.

4) Click on Hours in the navigation pane on the left side of the screen. NOTE: if you are using a mobile device this menu will be hidden. To access it, click the three horizontal bars in the top left corner of the screen to access it.

For questions related to 4-H online, contact Matthew Olson, Florida 4-H Information Coordinator. m.olson@ufl.edu


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5) Make sure the program year is set to the Current Program year.
6) Click *Add Hours*.

7) Enter the required information.
   - *Volunteer Date*
   - *Project*
   - *Volunteer Hours*
   - *Continuing Education Hours*
   - *Miles Driven*
   - *Travel Time (Minutes, Total)*
   - *Comment*

8) Click *Add*.

*Items listed in italics are required fields.*

Once you click add, the hours will be listed on your *Hours* section of your enrollment.