Reporting Your Liberty Band/Colorguard Volunteer Hours for the Intel Matching Grant

IMPORTANT: Intel employees have a short time after the end of the year to submit volunteer hours from the prior year. Please help our kids and their band by submitting your band volunteer hours before the deadline (typically Jan 15th) for reporting your volunteer hours from this past year.

Intel graciously donates money to the Liberty High School Band and Colorguard based on the number of hours volunteered by employees. You must report your hours worked in order for the band to receive money for your time worked. This money is a huge help for our band and colorguard.

Make sure you volunteer work is eligible for matching: In most cases the work for the band meets the matching requirements (volunteering at completions, cooking and food prep, prop building, transporting band equipment, pushing equipment…etc). Please make sure you check that your work qualifies for matching prior to submission by reading the FAQ and Guidelines under Tools & Resources at http://volunteer.intel.com/.

Also see: http://volunteer.intel.com/Resources/FAQs

How to Report Your Volunteer Hours:

If you have not submitted before, Intel Employees can use the following steps to navigate reporting their Band / Colorguard volunteer hours. While you are connected to the Intel network, you can report volunteer hours at can be reported at: http://volunteer.intel.com/

1. Click "Report Hours"
2. In the "Report Hours" box Select "Volunteering I did on my own" from the drop down menu.

If you have submitted any volunteer hours for Liberty Band Previously:

3. You should be able to select "Liberty High School Band" from the drop down menu under "Use the dropdown list below to select an organization where you have previously volunteered". If "Liberty High School Band" is an option, select it and go to step 7. If it is not there go to step 4.

If this is your firs submission of volunteer hours for Liberty Band:

4. Click "search the database for school or non-profit/NGO charitable organization where you volunteered".
5. In the "Organization Name" field enter "Liberty High School Band" and click "Search"
6. Select "Liberty High School Band" and go to step 7.

7. Enter Event Name
    - For "Focus of Project" select Education (general)
    - For "Volunteer Activity" select most applicable option (Sports / Recreation is a good fit)
8. Enter Date of volunteer work (for people who volunteer a lot, you may want to combine time over a date range, eg a week or a month)
9. Enter total number of hours volunteered for the date range entered
10. Click Next
11. Click the Policy checkbox, then Submit
12. Click Home and go to step 1 to report your next submission or if you have completed all your submissions check to makes sure the hours are logged (go to step 13)

    Note: Once the first submission is completed it is much faster because "Liberty High School Band" will show up on the drop down menu under "Use the dropdown list below to select an organization where you have previously volunteered" allowing some of the above steps to be skipped.

    You can also copy a prior entry and just update the date range and hours:
    - Manage My Volunteering → My Volunteer history → Clone

When you are done submitting please check to make sure your hours are logged using the following steps:

13. Click "Manage My Volunteering" at the bottom of the left hand menu.
14. Click "My Volunteering History"
15. Select the year you are reporting for from the drop down menu and make sure the total number of hours is correct.
16. If you are done submitting your hours are correctly logged for the year you are reporting for, logout and you are done!