

The Volunteer Time Page: A How-To Guide

The **Volunteer Time** page gives each of your students a clean, printable **Student Volunteer Service Log**: a running record of who they served, what they did, and how many hours they gave. It adds up the time for you, breaks it down month by month, and totals the whole year, so a stack of scattered notes becomes one tidy sheet you can print, save as a PDF, or fold into your Portfolio.

This guide walks through every function on the page.

Student

Ada

Print / Save PDF

Add Volunteer Entry

Student Volunteer Service Log

Name: Ada

DATE	ORGANIZATION	PROGRAM / ACTIVITY	START TIME	STOP TIME	TOTAL TIME	
07/28/2026	Community Food Bank	Sorting and packing donations	9:00 AM	12:00 PM	3	Remove
08/01/2026	Public Library	Summer reading helper	1:00 PM	3:30 PM	2.5	Remove

September	October	November	December	January	February	March	April	May	June	July	August	Total for the YEAR
										3	2.5	5.5

Total Time: 5.5 hours

Thank you for your service as a volunteer! Please use this sheet to record your service time when you are performing volunteer service at home or away from school.

Turning the page on

Volunteer Time is an **optional page** on the Scholar plan, so it stays hidden until you ask for it. To switch it on, go to **Settings**, find **Optional pages**, and tick **Volunteer time**. It then appears in the left-hand menu between the **Standardized Testing Log** and **Portfolio**.

If you ever stop tracking volunteer hours, untick the same box to hide the page again. Your entries are kept, so turning the page back on later brings everything with it.

Opening the Volunteer Time page

From the main menu on the left, click **Volunteer Time**. On a phone, tap it in the bottom bar (it may sit under the **More** menu).

The log is kept **per student**, so the first thing to do is pick whose hours you're looking at.

Part 1: Choosing a student

At the top of the page is a **Student** picker. Choose a child, and the whole sheet below (the log, the monthly totals, and the year total) updates to show only that student's service.

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Their name is printed on the **Name:** line at the top of the log, exactly as it will appear when you print the sheet.

Tip: Students come from your **Family** page. If the picker is empty, add a student on the Family page first, then come back here. If you try to add an entry with no student set up yet, the page will remind you to do that.

Part 2: Adding a volunteer entry

Every time your student finishes a session of service, add one entry for it.

1. Click **Add Volunteer Entry** (top-right of the page).
2. Fill in the form:

Add volunteer entry

Date

12/07/2026

Organization

Community Food Bank

Program / Activity

Sorted and packed donations

Start time

09:00 AM

Stop time

11:30 AM

Total time: **2.5** hours

CancelAdd entry

Field	What to enter
Date	The day the service took place.
Organization	Who they served, for example <code>Community Food Bank</code> .
Program / Activity	What they did (what, where, or for whom), for example <code>Sorted donations</code> .
Start time	When they began, chosen from the time picker.
Stop time	When they finished, chosen from the time picker.

3. As soon as both times are set, the form shows the **Total time** in hours near the bottom. This is worked out for you from the start and stop times, so there's no total to type in.
4. Click **Add entry**. The new row drops into the log right away, and the monthly and yearly totals update to match.

Tip: Only the **Date** is required to save. If a session ran, say, from 9:00 AM to 11:30 AM, the page records **2.5** hours. Hours are shown trimmed, so a clean hour reads `1` rather than `1.00`.

To close the form without saving, click **Cancel**.

Part 3: Reading the log

The main table is your student's service history, one row per entry, sorted by date.

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Thank you for your service as a volunteer! Please use this sheet to record your service time when you are performing volunteer service at home or away from school.

Column	Shows
Date	The date of the session (as MM/DD/YYYY).
Organization	Who was served.
Program / Activity	What was done.
Start Time	The start time, shown as a friendly clock time such as 9:00 AM.
Stop Time	The stop time, in the same format.
Total Time	The hours for that session, added up for you.

You'll notice the table always looks like a full form, with **blank rows** padding it out below your real entries. That is on purpose: it keeps the sheet looking like a proper printable log, whether you have two entries or twelve.

Removing an entry

Each real row has a **Remove** link at the far right (this link is hidden when you print). Click it to delete that entry. The row disappears and the totals adjust immediately, so use it only when an entry was added by mistake.

Part 4: Monthly and yearly totals

Below the log is a strip of totals, one box for each month of the school year, running **September through August**, with a final **Total for the YEAR** box.

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[illegible]

The printed sheet is cleaned up for paper: the student's name and the printed-on date appear in a tidy header, the **Remove** links are dropped, and all twelve month boxes are sized to fit neatly

across the page. From the print dialog you can send it to a printer or choose **Save as PDF** to keep a digital copy.

Tip: The blank padding rows really earn their keep here. A student with only a handful of entries still prints on a full, official-looking log sheet with room to write in more by hand if you like.

Including Volunteer Time in your Portfolio

On the Scholar plan, your compiled **Portfolio** report can include this log too. On the **Portfolio** page, tick the **Volunteer Time** checkbox before you build the report, and each student's service log is folded in alongside the rest of their year. Leave it unticked to keep the Portfolio focused elsewhere.

Quick reference

I want to...	Do this
Turn the page on	Settings → Optional pages → tick Volunteer time
See a child's log	Open Volunteer Time → pick a child in the Student picker
Record a session	Add Volunteer Entry → fill in date, organization, activity, times → Add entry
Fix a mistaken entry	Remove on that row
Check hours for a month	Read the month's box in the monthly totals strip
Check hours for the year	Read Total for the YEAR or the Total Time line
Print or save a PDF	Print / Save PDF
Add it to the Portfolio	On the Portfolio page, tick Volunteer Time , then build the report

Screenshots use a sample student with a handful of volunteer sessions logged.