

# How to log volunteer hours in your CCI online account



## Step 1: Student logs in to their database [online account](#):

Go to the online account it is linked above or you can find it on the CCI website. Enter your user name and password. Your user name id is typically your email address. Then click [Login](#). If it is not working you can click on [forgot password](#) or can email [Greenheart-ayp@cci-exchange.org](mailto:Greenheart-ayp@cci-exchange.org) for help resetting the user name or password.

## Step 2: Navigate to the Greenheart page

You should see your CCI homepage after you login. The Greenheart Club box is located in the bottom right hand corner of the screen. When you mouse over the logo and explanation of the Greenheart club will appear. Simply click [Join](#) to open the registration form.

### Welcome to your CCI homepage

Through this web site you can complete your application, view the online orientation, your placement information, and flight information. As a CCI participant, you are required to check your account weekly.

<b>Application Status:</b> Accepted	Congratulations! You have been accepted to participate in the CCI AYP Program.			
--	--	--	--	--

Application Checklist				
Complete?	Requirement	Info	Status	Action
✓	Completed Overview	i	Completed	<a href="#">None</a>
✓	Completed Family	i	Completed	<a href="#">None</a>
✓	Completed Bio	i	Completed	<a href="#">None</a>
✓	Completed Housing, Food & Allergies	i	Completed	<a href="#">None</a>
✓	Completed Dear Family Letter	i	Completed	<a href="#">None</a>
⚠	Completed Photo Album	i	Need Application Photo	<a href="#">Upload Photos</a>
⚠	Uploaded All Documents	i	0 of 10 Documents	<a href="#">Upload Documents</a>

Important Documents (must be accepted)	
Document	Print
CCI participant ID Card:	Pending
Acceptance Letter:	
<i>(login name and date of birth must exactly match your application)</i>	

Click the 'Join' link below to participate the Greenheart Club	
<a href="#">Join</a>	

Program Checklist				
Complete?	Requirement	Info	Status	Action
⚠	Placement Status	i	Not Placed	
✓	Insurance Coverage	i	Partner provided	<a href="#">For questions, contact us</a>

## Step 3: Join by filling out the registration form

After clicking Join, you will be led to the registration page. On this page you will receive instructions and be asked to fill out a short registration form. You should fill out all of the questions. After answering the questions click [Save Registration](#). Now that you have registered you will receive an automated welcome email.

### Greenheart Club

► Greenheart Club

#### Instructions

By joining Greenheart Club, you and other exchange students can make a difference in host communities across America. Each volunteer hour you complete makes a positive impact, and the Greenheart Team is always here to help you find volunteer opportunities and support your desire to go above and beyond in your program, just email us at [greenheart-avp@cci-exchange.org](mailto:greenheart-avp@cci-exchange.org) for help. All types of volunteer activities are acceptable, from working with children, to spending time at an animal shelter, to participating in a local clean-up event. Every time you volunteer, please log your hours on the log page.

#### Rewards

5 hours+	GH Club Certificate
15 hours+	GH Club Gift: CD
45 hours+	GH Club Gift: T-shirt
100 hours+	Feature article on CCI newsletter and website
Top 3 students over 100 hours	Eco-Weekend Trip to Chicago
Most hours	A \$500 Grant to do a Greenheart project in home country (plus Eco Trip)

*Total volunteer hours due March 31st, 2010*

#### Registration Form

Do you want to join the Greenheart Club?

Yes  No

Have you ever volunteered in your home country?

Yes  No

If so, what did you do?

1000 Characters remaining

What kind of volunteer activities are you interested in?

1000 Characters remaining

How do YOU want to change the world?

1000 Characters remaining

## Step 4: Start volunteering and log your hours


Now when you go to your home page you will see that your greenheart box has changed. Click [volunteer hours](#) to start logging your hours.

[October Evaluation](#)

Link to February Evaluation will be available February 1

[Final Evaluation](#)

**I am a Greenheart Participant**



[Join Volunteer Hours](#)

[tails](#)  
[ict us](#)

## Step 5: Add your volunteer hours

After you click volunteer hours this page will appear. This page gives you instructions on how to add your volunteer hours. When you are ready to log some service hours click the **+Add** button in the bottom right corner. You must submit a new log for each activity you do.

### Greenheart Volunteering

► Greenheart Volunteering

#### Instructions

To add your volunteer hours, click on the 'Add' button below. A box will pop up for you to enter the organization you volunteered with, the date you volunteered, the number of hours you volunteer, your supervisor's name, your supervisor's phone number, your supervisor's email address and a place for you to explain what you did during those volunteers hours. After completing all of the fields, click the 'Save' button. Your entry will be listed under the heading 'Volunteer Logs'. Please note:

- If you volunteer for the same organization several days, you need to make a log for each day you volunteered
- CCI staff will contact the supervisor you list in the log to verify you did the volunteers hours
- If you have any questions, contact us at [greenheart-avp@cci-exchange.org](mailto:greenheart-avp@cci-exchange.org)

#### Volunteer Logs

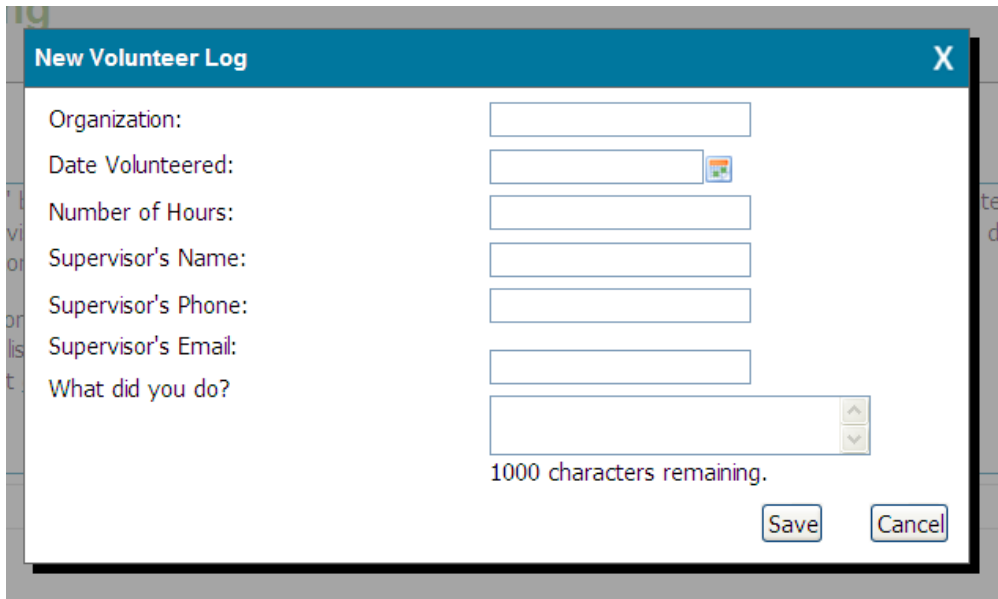
You have not entered any volunteer activities

Total Hours: 0

[+ Add](#)

## Step 6: Fill out the Volunteer Log

You should fill in every category and make sure you are entering hours, and not minutes. Then click [Save](#). After you save you will be able to see the record and there is an hour counter at the bottom of the screen so you can easily track your progress.



After you click save, your hours will be logged. Here is an example of a volunteer's logged hours –notice that the hours are totaled at the bottom right-hand corner.

### Volunteer Logs

Showing results 1 - 10 of 11      Previous **1** 2 Next      Page size: 10

Organization	Date Volunteered	What did you do?	Hours	Supervisor's Name	Supervisor's Phone	Supervisor's E-mail	
Minnick for Congress	8/13/2010	Mailing,going to the post office,working with data	5.5	Kate Haas	202-254-2413	kate@watminnick.com	<a href="#">Delete</a>
Minnick for Congress	8/16/2010	Mailing, working with data base	8	Kate Haas	2022542413	kate@watminnick.com	<a href="#">Delete</a>
Minnick for Congress	8/17/2010	Typing, mailing,working with data base,printing documents.	7	Kate Hass	202-254-2413	kate@watminnick.com	<a href="#">Delete</a>
Minnick for Congress	8/18/2010	Calling people, mailing, working with data base	6.5	Kate Haas	202-254-2413	kate@watminnick.com	<a href="#">Delete</a>
Minnick for Congress	8/19/2010	Printing, updating information, working with data base, calling people	6.5	Kate Haas	202-254-2413	kate@watminnick.com	<a href="#">Delete</a>
Minnick for Congress	8/23/2010	Mailing, typing, making "Walt Minnick" signs	6.5	Kate Hass	202-254-2413	kate@watminnick.com	<a href="#">Delete</a>
Minnick for Congress	8/24/2010	Mailing, typing, working with database	5.5	Kate Hass	202-254-2413	kate@watminnick.com	<a href="#">Delete</a>
Minnick for Congress	8/25/2010	Typing, updating information	3	Kate Haas	202-254-2413	kate@watminnick.com	<a href="#">Delete</a>
Minnick for Congress	8/27/2010	Typing, working with database, finding information	2.5	Kate Haas	202-254-2413	kate@watminnick.com	<a href="#">Delete</a>
Minnick for Congress	9/2/2010	typing, working with database	2	Kate Haas	202-254-2413	kate@watminnick.com	<a href="#">Delete</a>

Showing results 1 - 10 of 11      Previous **1** 2 Next      Page size: 10

Total Hours: 61  
+ Add

Log those hours and win prizes....