


Reporting Your Volunteer Hours and Activities

Log in to the [IDF Volunteer Connection Center](#)

Select **Report & View Hours**



 Evette Watson ▾

-  About IDF
- Learn about Primary Immunodeficiencies
- Living with Primary Immunodeficiencies
- Resources
- Connect
- Dashboard
- Log Out

Dashboard

Evette Watson



Total Hours Served
Month: 4
Year: 9
Lifetime: 29
Last Logbook Entry: 2016-04-06

Trainings Completed




Report & View Hours

Report service hours and view history.



Edit My Profile

Make changes or update your profile.



My Referrals

View opportunities I have applied for.



My Placements

View opportunities I have been placed with.



Search Opportunities

Find ways to serve.

[About Us](#) [Contact Us](#) [Sponsors](#) [Volunteer](#) [Make a Donation](#) [Terms of Use](#) [Privacy Policy](#)

Immune Deficiency Foundation, 110 West Road, Suite 300, Towson, Maryland 21204
Email: info@primaryimmune.org Phone: 800-296-4433 © 2016 All Rights Reserved.
Log in as Approver



At the top of your page, under the navigation, select **Report Service** (next to logbook).

The screenshot shows the top navigation bar of the IDF website. On the left is the IDF logo. On the right is a user profile dropdown menu showing 'Evette Watson'. Below the navigation bar is a purple bar with a 'Report Service' button and a 'Logbook' button. Below that is a 'Date Range' section with 'Start Date' and 'End Date' dropdowns for month, day, and year, and a 'Go' button.

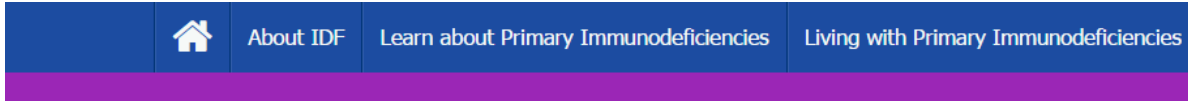
Log Book Details

A dropdown menu will appear. From the drop down menu, select a survey* for the volunteer position that you would like to report your hours/activity for:

The screenshot shows the same website interface as above, but with a dropdown menu open under the 'Report Service' button. The dropdown menu is titled 'Please select from the following survey(s):' and contains a list of survey options: 'Select a Survey', 'IDF Get Connected Leader:Activity Log - GCL', 'IDF Get Connected Leader:IDF Get Connected Group Follow-Up Report', 'IDF Health Access Advocate:Activity Log - HAA', 'IDF Liaison:Activity Log - Liaison', 'Peer Support Coach:Activity Log - Peer Support Coach', 'Plasma Center Visitors:Plasma Center Visitors - Post Visit Information', and 'Walk Planning Team Member:Activity Log - Walk Planning Team'. Below the dropdown menu is a dark blue footer bar containing links for 'About Us', 'Contact Us', 'Sponsors', 'Volunteer', 'Make a Donation', 'Terms of Use', and 'Privacy Policy', along with social media icons for IDF Friends, G+, Facebook, Twitter, Instagram, LinkedIn, and Flickr.

*A survey is the form that you will need to complete to report your service hours and activities. Please note that each survey is attached to a specific volunteer position. Therefore, you will need to complete separate surveys for each volunteer role for which you are involved.

Once you select the appropriate survey, please complete the information on the form.



Please select from the following survey(s):

Plasma Center Visitors:Plasma Center Visitors - Post Visit Inform ▾

IDF Plasma Partners Program Post-Visit Information

Thank you for visiting a plasma center! Please complete the following information regarding your recent visit. We appreciate your feedback regarding your experience.

Date of Visit: ▾ ▾ ▾

Name of Center:

City, State (of center):

How many hours did you serve?
(please include travel time in your estimate)

Number of Center staff that you met during the visit:
(approximate)

Number of donors that you met during the visit:
(approximate)

Comments regarding your visit:

Click **OK** and you have successfully reported your volunteer hours and activities for IDF!