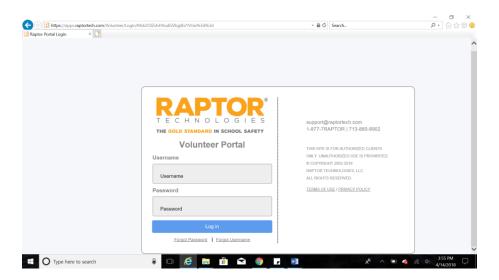# St. Peter Catholic School - Logging Volunteer Hours in Raptor

Raptor Volunteer Portal - Bookmark this website for future access.
https://apps.raptortech.com/Volunteer/Login/Mzk2OlZvbHVudGVlcjplbi1VUw%3d%3d
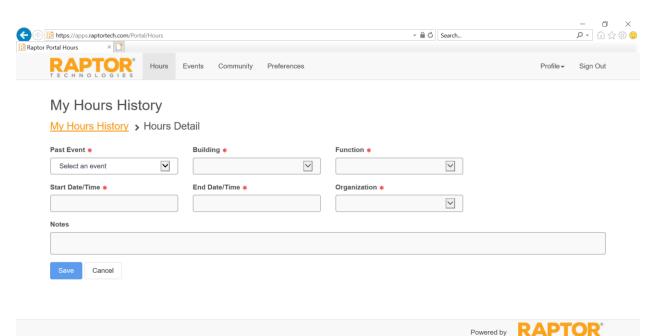

If you have never logged in to the Portal, your Username is your email address. All users must have a unique email address. Click Forgot Password so Raptor can send you a temporary password. Complete the process by creating your own password.

Once you are logged in
- Click on the Hours tab
- Click on Add Hours button

- To log your hours, click on each dropdown that is a required field.
  - Select an Event: Choose "Event not listed here"
  - Building: **Please note: it is important to select St. Peter Catholic School in this field**
  - Function: Choose the Function for which you volunteered. Please only use the Miscellaneous option sparingly. If you are volunteering for a Function that does not show up in your profile, send an email to the Volunteer Coordinator to add the correct Function to your profile.
  - Start Date/Time and End Date/Time: For Example; If you are logging 2 hours, select any random start time and any random end time to make the 2 hours compute (Start time: 8:00 a.m. – End time: 10:00 a.m.). If adding many bulk hours, please do not add more than 23 hours at a time, as this confuses the Raptor system, which is set up as 24-hour days.
  - Organization: Choose "None"
  - Notes: You can add notes for an explanation, but they are not required

When using the Kiosk at the school to capture your volunteer hours, please always remember to sign out at the end of your day. If you forget to sign out, or if the Kiosk is put away for the day, please email laura.howard@petertherock.org to adjust your time.

If you need any further assistance, contact Liz Wilson at laura.howard@petertherock.org

Volunteer Hour Guidelines

Generally speaking, volunteer hours will be allocated as directed below. **A good rule of thumb is 1 volunteer hour earned per $10 spent.** This rule sometimes varies by event.

Food donations: 1 volunteer hour per store-bought item
For example: 5 cans of beans at $1 per can will earn 1 volunteer hour, because of the lower cost of this item. It is okay to round up to the nearest hour on low-value items.

2 volunteer hours per homecooked/homebaked item
For example: St. Nick's Bake Shop items for the Holiday Boutique will earn 2 volunteer hours per batch (2 dozen cookies might equal one batch).

Donation of goods or money: 1 volunteer hour per $10 spent

4th of July Parade – 5 hours per family

Trunk-or-Treat – 10 hours per family for decorating a trunk

All other hours as earned in real volunteer time

If you volunteer for a St. Peter Parish ministry, that time can also count for your school hours.

Things that we do not count for volunteer time:
Attending Church for School Masses
Donating Items for a Pot Luck or Service Project

Please log all Fall Semester hours before the end of December. A Volunteer Hours Report will be sent out before school resumes in January. Please log all Spring Semester hours before the end of April, A Volunteer Hours Report will be sent out before the end of the school year.