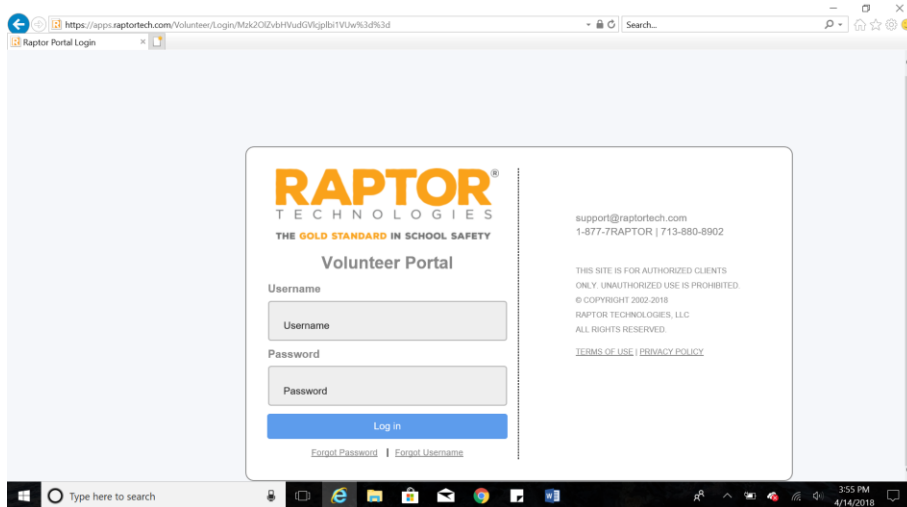


Logging Volunteer Hours in Raptor

Raptor Volunteer Portal - Bookmark this website for future access.

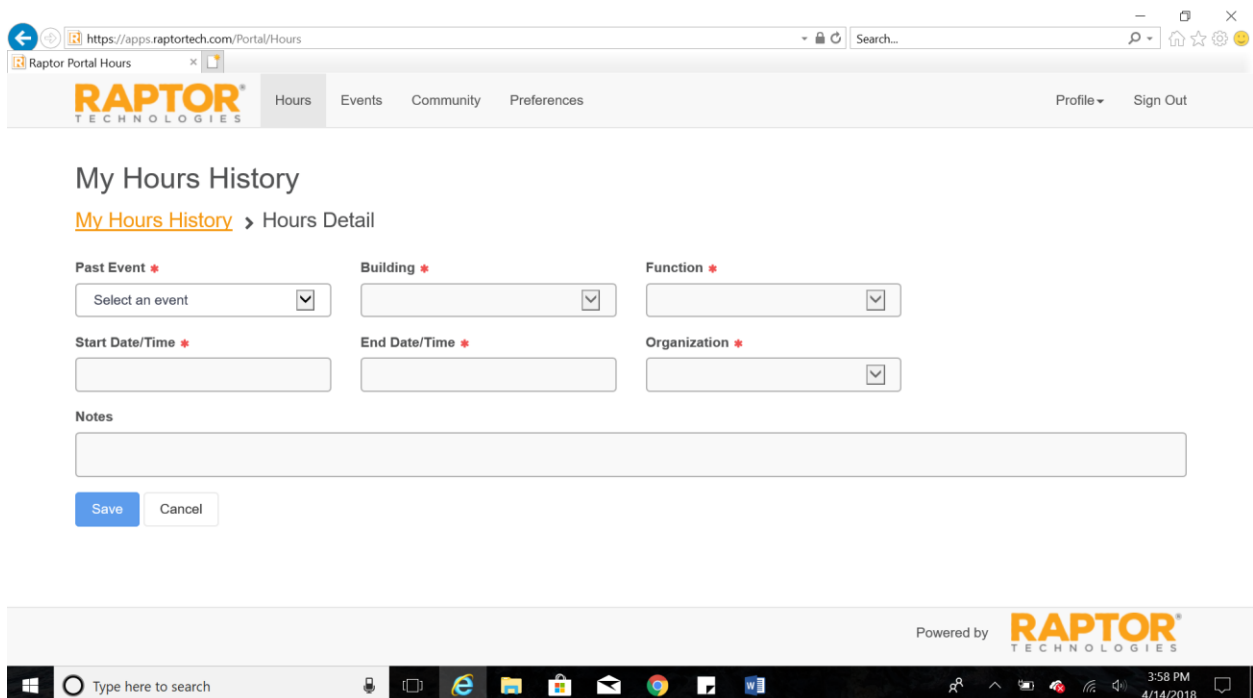
<https://apps.raptortech.com/Volunteer/Login/Mzk2OIZvbHVudGVlcjlb1VUw%3d%3d>



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: If adding 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 volunteer@petertherock.org to adjust your time.

Thank you!

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

Volunteer Hour Allocation

Generally speaking, Volunteer hours will be allocated as directed below. *A good rule of thumb is 1 Volunteer Hour per \$10 spent.* This rule sometimes varies by event, at Principal’s discretion.

Food donations: **1 Volunteer hour** per store-bought item (depending on value of item)

For example; 5 cans of beans at \$1 per can, will earn 1 Volunteer hour, because of low overall cost.

2 Volunteer hours per home-prepared/cooked item

For example; St. Nick Bake Shop donated baked goods will earn 2 Volunteer hours per batch (2 dozen cookies may equal one batch).

Donation of goods or money: **1 Volunteer hour per \$10 donated or per \$10 in value**

4th of July Parade – **5 Volunteer hours per family**

Trunk or Treat – **5 Volunteer hours per Trunk**

All other hours as earned in Volunteer time. The Principal will sometimes award bulk hours for special events, at her discretion.