

## SELF-REPORTING YOUR HOURS

On the last day of every month, you will be able to self-report your Check-in and Chat calls hours for that month.

Hover your mouse over 'My Account' and a drop-down box will appear. Click on 'Self-Report Your Volunteer Service':

**FOOD CYCLE**

MY ACCOUNT ▾ START FOODCYCLING ▾ RESOURCES ▾ KEY INFORMATION ▾

Check in and Chat Assignments

VOLUNTEER HISTORY

PERSONAL INFORMATION

SELF-REPORT YOUR VOLUNTEER SERVICE

Hello, Sophie  
Return to Managing Sessions  
Return to Admin

Read our Latest Coronavirus Updates

**Metrics for 2020**

<b>114669</b> Meals Served	<b>120618</b> Volunteer Hours	<b>212360</b> kg Food Rescued
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**WELCOME TO 'MY FOODCYCLE'**

**READY TO JOIN US?**

If at the end of the month you are unsure how many calls you have completed/attempted, don't hesitate to get in touch with your coordinator: [andrea@foodcycle.org.uk](mailto:andrea@foodcycle.org.uk)



Hello, Sophie

MY ACCOUNT ▾

START FOODCYCLING ▾

RESOURCES ▾

KEY INFORMATION ▾

[Return to Managing Sessions](#)



[Return to Admin](#)

Self Report Hours For

Sophie

Use this form to report your volunteer service with organisations or sessions not listed on this site. To report your hours with volunteer sessions you previously registered for, please go to your Volunteer History and click on "Report Hours"

### ORGANISATION SERVED

Organisation Name \*

FoodCycle Bristol

### VOLUNTEER SESSION INFO

Session Name \*

Check-in Phone Volunteer

Date of Service \*

31/05/2020

Start Time \*

09:00

End Time \*

13:00

SUBMIT

Choose your FoodCycle Project name.

In 'Session Name' please write: "Check-in Phone Volunteer".

For 'Date of Service' always choose the **last** day of the month.

Choose any time frame that adds up to your total hours.

Each week you are assigned four 15-minute calls.

Add up all your completed and attempted\* calls (i.e. four weeks and four 15 min. calls each week would add up to 4 hours: 1 hour per week).

\*Note: for **attempted** calls we recommend a max. of 2 attempts per guest. Attempted calls also go towards your volunteer hours and they equal to one 15-min call. If, for any reason, you have attempted more than twice simply contact your coordinator to make sure they are included in your hours.