

Hands On Nashville Volunteer Verification Form

Students, court-ordered service participants, and civic organization members often need service hours verified. This form serves as a request for the volunteer leader to verify service in the Hands On portal.

Instructions for Volunteer

Please take this form to your volunteer opportunity along with any other documents you may need authorized to confirm your service. Make sure to fill in the information below, leave it with the volunteer leader at the end of your shift, and ask them to confirm your attendance with Hands On Nashville.

Name: _____

Date: _____

Time In: _____

Time Out: _____

Opportunity Name: _____

Instructions for Volunteer Activity Leader

Please confirm the volunteer's service hours through Hands On Connect within 48 hours to ensure that the volunteer can meet their service requirements. See detailed instructions on Page 2. Thanks for being a great partner and helping to facilitate community service requirements with your project!

Confirming Volunteer Attendance in Hands On Connect

Calendar Confirmations

Anyone with organizational portal access can report attendance on your projects. There are two ways to report attendance, please use whichever way is easiest for you.

Option A:

1. Open the portal and find your project in the “Volunteer Opportunities” tab on the left-hand menu.
(Note: the volunteer opportunities schedule defaults to projects that are active in the future. If your project has no future occurrences, you may have to adjust the parameters or search by keyword)
2. Once you have found the project you wish to work on, scroll down to the connections section. You’ll see all the connections to the entire past/future history of this opportunity.
3. Click the box next to the volunteer's name(s) you wish to confirm, then use the blue box labelled “mark as confirmed”. A confirmation box will pop up, click yes.

This method is nice as it allows you to sort by day/time/shift and confirm multiple people at once.

Option B:

What if the volunteer came a while ago, or you’re not sure of the day? In that scenario, you can follow steps 1 and 2 from option A, but instead look to the right, where there is a box marked “report attendance”. This will show the results of all unreported volunteer hours, and you can use a keyword search to find the individual. Once you have located the volunteer, click the box to the left and use the “mark as attended” button.

Hours served

For either of these options, the volunteer will receive credit for the amount of time that they signed up for. If they served more or less hours than what they signed up for and you wish to notate this with their confirmation, you can go to their connection and click edit to the left of their name. Here you can edit the hours served and save the update.

Long term/Skilled volunteer Confirmations

Long term/skilled volunteer posts/connections don’t have a specific date/time of service like a calendar post, but you can still confirm their hours.

Here’s how:

- Click edit next to the connection
- enter a start date/end date
- change the status to attended
- Enter # of hours
- Press save

The start date/end date cannot be separated by more than 24 hours. If the volunteer has served more than 24 hours, please contact Hands On Nashville staff to help.