



The 10,000 Hours Show of Eastern Iowa
NON-PROFIT TOOLKIT

Welcome Eastern Iowa Nonprofit!

Thank you for your interest in The 10,000 Hours Show of Eastern Iowa, a groundbreaking way to encourage and reward volunteerism among young Iowans. The 10,000 Hours Show engages young people in the community and celebrates each year with a free concert just for volunteers.

Through The 10,000 Hours Show of Eastern Iowa (10K), you can uniquely celebrate your contribution to our community at no cost to your nonprofit organization. Anyone who volunteers at least ten verified hours of service at your organization can earn a free ticket to a concert that is limited to volunteers. All they have to do is register their service. And all we ask of nonprofit organizations are timely verification of volunteer hours through the Corridor Volunteers website and regular online posting of volunteer opportunities.

The 10,000 Hours Show of Eastern Iowa's partnership with the United Way of Johnson County (UWJC) helps make this process even easier for your organization. 10K's Nonprofit Toolkit includes concrete tools for simply and easily informing your volunteers about The 10,000 Hours Show of Eastern Iowa. The packet includes:

- 10K** A quick note on responsibilities of participating in 10K (Pg 3 of this packet)
- 10K** Guide for signing up current volunteers (Pg 4)
- 10K** Insert for a volunteer binder (Pg 5)
- 10K** Email template for your volunteer listserv (Pg 6)
- 10K** A short paragraph you can add to your Website or newsletter (Pg 6)
- 10K** A sign-up sheet you can use to track your volunteer event's attendees and their hours (Pg 7)
- 10K** The 10K logo in a word document that you can post online or in your newsletters (Pg 8)
- 10K** FAQ sheet (Pg 9)
- 10K** 10K sign-up quarter sheets to pass out to your volunteers (attached on CD)
- 10K** Current volunteer recruitment poster (attached on CD)
- 10K** The Corridor Volunteers Training Manual (Pg 10-20)
- 10K** Approving Hours on Corridor Volunteers Tutorial (Pg 21-25)

Use these materials in whatever way helps you utilize 10K's unique approach to encourage and thank your volunteers. If you think of anything else 10K-related that may be helpful for your organization to have, we would love to know about it! If you have any questions or suggestions, email 10K's Nonprofit Director, Farah Towfic, at **10KEI.nonprofits@gmail.com**.

Thank you for all the great work you do in this community,

Sincerely,

The 10,000 Hours Show of Eastern Iowa Staff

Participating Organization Responsibilities

Affiliating your organization with The 10,000 Hours Show of Eastern Iowa is easy! All we ask of you is:

10K Be an active member of the United Way of Johnson County's and The United Way of East Central Iowa's online database and volunteer hours tracking system (found at www.corridorvolunteers.org)

10K Provide young volunteers the opportunity to serve your organization

10K Approve your volunteers' hours through the new database (the volunteers will enter in their own hours, which will need to be approved by you, so please remind your volunteers to submit their hours on www.corridorvolunteers.org)

10K Inform your volunteers of 10K (we can help...see the next page!)

Many thanks,

The 10,000 Hours Show of Eastern Iowa Staff

Signing up your volunteers

With 10K, you can uniquely thank your volunteers – and it's easy and free! Make sure your volunteers know how to register for 10K and that you will verify their hours.

- At a **volunteer activity, orientation/training for volunteers, or an appreciation event:** These events are a great time to get your current volunteers registered with 10K and say “Thanks” with a free concert.

Option #1: Ask a local 10K representative to help sign up volunteers at your event!

10K We'll make a brief presentation and help people sign up

10K Your 10K Nonprofit Director for East Central Iowa is Farah Towfic. You can contact her by e-mailing **10kei.nonprofits@gmail.com**.

Option #2: You can spread the word at your events, too!

10K Announce 10K at the beginning and end of your event.

10K Use the sign-in sheet in the Non-Profit Toolkit (Pg 7) to track the event's attendees and the hours they served.

10K Register volunteers at the event.

10K Put a 10K notice in any handouts you distribute (paste the enclosed website addition if you want!)

Option #3: Set up a display to inform your volunteers

10K Have a computer with internet available for them to sign up online.

10K Pass out the 10K “5 Step” quarter sheets (enclosed) during or after an event.

10K Post notices at volunteer events saying it qualifies for 10K.

- There are a ton of other great methods, too...

10K Send a mass email to your volunteers (template enclosed)

10K Put a notice on your website (blurb enclosed)

10K Put a 10K insert in a volunteer tracking binder (enclosed)

10K Stuff mailboxes with our fliers

10K Proudly display 10K posters in your offices

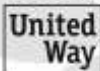
- Get creative with it – anything you want!
- Have a great idea for spreading the word? Let us know at **10kei.nonprofits@gmail.com**.

YOU VOLUNTEER. YOU ROCK.

- 1) Visit www.10000hoursEI.org and sign up to volunteer.
- 2) Search for a volunteer opportunity at www.corridorvolunteers.org.
- 3) Volunteer at least ten hours in the community between now and March.
- 4) Confirm your volunteer hours online at www.cooridorvolunteers.org.
- 5) Earn your free concert ticket to a show in April!

Visit www.10000hoursEI.org for more information.

because together we rock.



(Form e-mail to copy and paste into a mass e-mail to your volunteers.)

Dear Volunteers,

Thank you so much for all the hard work you do for our organization. In order to express our appreciation, we would like to tell you about a way to get a free ticket to a rock concert that's exclusively for volunteers!

The 10,000 Hours Show of Eastern Iowa (10K) is an effort to engage young people in their communities through volunteering at local nonprofits. All you have to do to get involved is sign up online at www.10000hoursEI.org. Click on "Volunteer Now!" and within minutes, you're on your way to getting a great reward for volunteer work that you're doing anyway!

We **approve the volunteer hours YOU enter online** and you'll receive an e-mail once you've reached the minimum amount of volunteer hours (10). Ben Folds, Guster, Cake, and Jack's Mannequin headlined 10K's first four shows and the artist for the next concert will be announced in the winter.

This year's concert in our area will be held in April in Iowa City – mark your calendars!

If you have any questions about 10K or the registration process, contact *[your name]* at *[your organization]*.

Thanks again for all that you do. We hope to see lots of you at The 10,000 Hours Show of Eastern Iowa's big concert in the spring. Sign up today!

[Your name]

(website blurb to paste into your site or newsletter)

Volunteer service at our organization counts toward The 10,000 Hours Show of Eastern Iowa!

By volunteering at least 10 hours with local nonprofits, including ours, you get a free ticket to an awesome Iowa City concert that's just for volunteers. Past performers have included Ben Folds, Guster, Cake, Jack's Mannequin, and this year's artist will be announced in the winter. Join thousands of volunteers rocking the state by registering at www.10000hoursEI.org. Ask us for more info!



because together we rock.

Frequently Asked Questions

I cannot login to Corridor Volunteers

Please make sure that you are entering your username and password under the “agency login” heading. To reach the agency login screen, click on “login” from the tabs at the top of the screen on the Corridor Volunteers homepage and login under the “registered agencies” heading. If you still experience difficulties logging in, please contact Renee Litfin, the Community Volunteer Coordinator for United Way of East Central Iowa and United Way of Johnson County by e-mailing rlitfin@uweci.org

What is my username for the Corridor Volunteers account?

Your agency name is the username for the Corridor Volunteers account

I have forgotten my password to Corridor Volunteers, how do I retrieve it?

If you have forgotten your password to Corridor Volunteers, please contact Renee Litfin of United Way by e-mailing rlitfin@uweci.org

My agency is undergoing staff changes, how do I change staff contact information on Corridor Volunteers?

After you login to Corridor Volunteers, click on the blue “agency listing” tab. You can edit general information about your agency as well as contact information. Please keep this information up to date as possible.

How do I set an event to be displayed on the Corridor Volunteers event calendar?

After you login to Corridor Volunteers, click on the blue “opportunities” tab. Be sure to select “Add a date-specific opportunity” to ensure that the event is displayed on the calendar after it has been approved.

My volunteer is having problems logging their hours on Corridor Volunteers, whom should they contact?

If your volunteer is experiencing difficulties with the Corridor Volunteers website, please ask them to contact their assigned squad leader by e-mail. If they do not know who their squad leader is, he or she can contact Emily Alden, grassroots director, at 10KEI.grassroots@gmail.com.

How do I verify volunteer hours on corridor volunteers?

See pages 21-25 for directions on verifying volunteer hours online. If you require further assistance, please do not hesitate to contact your Nonprofit Director Farah Towfic by e-mailing 10kei.nonprofits@gmail.com

Do you have other questions?

If your question was not addressed in this toolkit, please do not hesitate to contact your Nonprofit Director Farah Towfic with any questions by e-mailing 10kei.nonprofits@gmail.com.



Training Manual

Creating an Agency and
Volunteer Opportunity Listing

Questions?

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United Way of Johnson County
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Telephone: (319) 398-5372 x22 or 1 (800) 332-8182
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rlitfin@uweci.org

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To get started: Type the following URL in your Internet explorer address bar:
www.CorridorVolunteers.org, then click on “We have a separate login for agencies”

First Screen:

Welcome!

Find A Volunteer Opportunity

Keywords

Zip Zip Only

(or, try a full search)

Login

Username

Password

- If you do not yet have an account, please [register](#)
- We have a separate [login for organizations](#)

Are you a Nonprofit?

If you would like to start recruiting volunteers online, please [post your volunteer opportunities](#).

Local Stats

Opportunities: [5](#)

Agencies: [3](#)

New Listings

(Jan 16) Environmental Education Teaching Docent ([more](#))

(Dec 26) Honeydo list for Handyman ([more](#))

(Dec 15) Campaign Team ([more](#))

► **More new listings**

Why Sign Up?

Register for free to save your interests for fast future searches. You can also choose to receive email updates to automatically let you know of any new or matching opportunities.

Begin by clicking here. Please be alerted that to return at a later date you will start here also.

Second Screen:

powered by [Volunteer Solutions](#)

[Contact Us](#) | [About Us](#) | [Login](#)

Organization Sign In

REGISTERED ORGANIZATIONS

Agency Name

Password

- [I Forgot My Password](#)
- [Need help logging in?](#)

NEW ORGANIZATIONS

- [Register Here!](#)
- [Who Should Sign Up?](#)

To begin your first time registration, click on “Register Here!”

Third Screen (bottom portion):

The signup process should take approximately 15 minutes provided that you have all the information listed below available.

Before starting, make sure you have the following information on hand:

- Primary agency contact's up-to-date email, phone number and address
- Password for your agency to later update their information
- Employer Identification Number (EIN) *optional*
- Agency's Mission statement
- Agency description of services statement
- Coordinator's name, phone and address for each listing
- Title of listings, descriptions, and dates (where applicable)

* Agency Name:

Enter your Agency's name with the appropriate capitalization, spaces, commas, periods, etc. Make a note of the way in which you entered your agency's name for future ease in signing in.

Fourth Screen (top and bottom of page):

Terms and Conditions

PLEASE READ THESE TERMS OF SERVICE BEFORE YOU REGISTER TO USE OUR SERVICES. BY REGISTERING, YOU AGREE TO BE BOUND BY THESE TERMS OF SERVICE, WHICH GOVERN YOUR USE OF THE CONTENT, SERVICE AND WEB SITE. IF YOU DO NOT AGREE TO BE BOUND BY THESE VOLUNTEER ORGANIZATION TERMS OF SERVICE, PLEASE DO NOT REGISTER.

Read all of the Terms and Conditions listed on the web page, and if you agree click to continue.

By continuing, you agree to these terms of service

Fifth Screen (top of page):

Add Agency Listing

* Name of your agency

Parent organization (if any)

Your employer's identification number (EIN), if you have one

General Information
Your answers to the following questions will define the potential image of your organization to those who access your information via this site, and may be the deciding factor in whether or not they choose to contact you. Please give them some thought.

* Briefly describe your agency's vision and/or mission (Please use complete sentences)

Provide a more detailed description of your agency (Please use complete sentences)

Provide a history of your agency (Please use complete sentences)

Office Fax Number

Web Site Address

Contact Information
Please enter up to three main contact people at your agency.

*** Primary Contact**

Name Title
(first name) (last name)

Phone Email
(xxx) xxx-xxxx

Second Contact

Name Title
(first name) (last name)

Phone Email
(xxx) xxx-xxxx

Third Contact

Name Title
(first name) (last name)

Phone Email
(xxx) xxx-xxxx

*** Required fields.**

More detail enables potential volunteers to learn more about your agency and mission.

These are general agency contacts. You will have an opportunity later to give contacts for specific volunteer opportunities.

Fifth Screen (continuation - bottom of page):

Local Mailing Address
(Note: if needed, you will be able to enter more specific addresses for each of your specific volunteer opportunities.)

Street

City State Zip

Provide directions to this address (Please use complete sentences)

Nearest Bus Line/Stop

Walking Distance (Minutes)

Your Password
*** Select a password**

If you lose your password, what question could we ask you? When someone answers this question correctly, they will see your password so please make certain that only you or a co-worker can answer this question

Password question

What is the answer to the above question?

* Share your password with others at your agency who will be entering and updating volunteer opportunities.

Sixth Screen:

Suggestions to improve your listing

myHome : Agency listing : Edit listing : **Suggestions**

We have the following suggestion(s) to improve the quality of your listing. The better your listing looks, the more likely you will find volunteers through this website.

- The description of your vision and mission is very short and might not spark the interest of potential volunteers. We suggest describing your agency's vision and mission more fully
- The description of your agency is very short and might not spark the interest of potential volunteers. We suggest describing your agency as thoroughly as possible so that volunteers truly understand what your goals and activities are
- The history of your agency is very short! Many volunteers are interested in your agency's past and use that information as a basis for their decision as to where to volunteer their time. We suggest that you add a bit more information to your agency's history

Read the suggested improvements, and either click to review your listing again or continue with no additional changes.

Seventh Screen:

Upload logo
myHome : Agency listing : **Upload logo**

* **Upload your logo:**

The maximum file size for your logo is 32 KB. The file you upload must end with .gif or .jpg. Ideal images will be no larger than 200 pixels by 200 pixels (about 2.5 inches by 2.5 inches). Larger images may not show up very clearly online.

If you have an electronic logo you can browse to its' location in your computer, then click upload. It will automatically be sized to fit your listing.

This is optional. You will be able to "edit" your listing to upload your logo at another time.

Eighth Screen:

myHome : Agency listing : **Welcome**

Overview	Agency Listing	Opportunities	Contacts	Locations	Referrals
-----------------	-----------------------	----------------------	-----------------	------------------	------------------

You have now completed the first step of the registration process. The information you have submitted regarding your organization has been sent to one of our administrators for review. Once your information is approved, it will appear in the online directory.

- ▶ Add an ongoing volunteer opportunity
- ▶ Add a one-time volunteer opportunity
- ▶ Preview your agency listing as volunteers will see it

You are now registered as an agency! You will need to link at least one (1) volunteer opportunity to your agency.

For now, let's click on add an ongoing volunteer opportunity.

Ninth Screen:

Note: Your answers to these first two questions will define the potential volunteer's image of your organization, and may be the deciding factor in whether they choose to volunteer with you. Please give this some thought.

1. * Headline for this opportunity

2. * Describe this volunteer opportunity (Please use complete sentences). Some people have found real stories to be very effective in attracting volunteers to your agency.

Please see the next page in this training manual for ideas on how to attract volunteers to your opportunity.

The most important 2 boxes you will fill in today! See the next page for some hints on how to make opportunities attractive and fun for volunteers!

Make this area FUN! Read these four volunteer opportunities and think about how to word your listing to attract the greatest interest.

Headline for Opportunity	Description of Volunteer Opportunity
Instead of this: After school mentor	Instead of this: After school program seeks a volunteer to help kids with reading and other activities
Try this: Be a kid again! Mentoring can be a barrel of fun!	Try this: See books and games through the eyes of a ten year old. Read, play, and visit with kids in our after school program. Kids who are mentored are twice as likely to finish school as those who aren't.
Headline for Opportunity	Description of Volunteer Opportunity
Instead of this: Paint agency offices	Instead of this: We need some help to paint our office.
Try this: Put on your painters cap for a day of messy fun!	Try this: Put on your painters cap and get ready for a day of messy fun! We really need your help to update our gray walls and make our office inviting for staff and clients.
Headline for Opportunity	Description of Volunteer Opportunity
Instead of this: Furniture assembler needed	Instead of this: We need someone to assemble approximately 20 furniture kits.
Try this: Honey-do list for handyman with skills	Try this: Do pages of instructions make any sense to you? Or can you throw away the instructions and "wing it"? If so we need your help! Women's shelter has approximately 20 furniture kits for assembly. Your own screwdriver is optional.
Headline for Opportunity	Description of Volunteer Opportunity
Instead of this: Vision Team Member	Instead of this: United Way is seeking Vision Team members to help assure that the dollars we raise in our annual workplace fundraising campaign are put to best use by our 32 health and human service organizations that receive funding from us. You can make a difference.
Try this: Put on your (proverbial) tennis shoes and get ready to run on this committee!	Try this: A committee with an ACTION agenda! As a Vision Team member you will help assure that the dollars we raise in our annual workplace fundraising campaign are put to best use by our 32 health and human service organizations that receive funding from us. You can directly impact your community!

Tenth Screen:

3. Do you have any requirements of your volunteers? For example, is there a training requirement? Are there any limitations on who may volunteer for this opportunity? (Please use complete sentences)

4. Web site address:

Save and Continue

3. Examples:

- o Must have CPR certification
- o Must have a clean criminal abstract
- o Must have an insured vehicle

4. Volunteers can visit your website as they read your opportunity listing if you enter the URL

Eleventh Screen:

When do you need volunteers?

Evenings One-Time Weekends
 Monthly Weekdays Weekly
 Occasional

With which group(s) would the volunteer(s) work?

Infants / Preschoolers (0-4)
 Children (5-12)
 Adolescents (13-17)
 Young Adults (18-25)
 Adults (26-54)
 Adults (55+)
 Abused / Battered
 Disabled / Ill
 Disaster Victims
 Families / Parents

Govt Aid Recipients
 Homeless
 Law Offenders
 Low-income / Poverty
 Men
 Military
 Students
 Minorities
 Women
 Religious Groups

On which issue(s) would the volunteer(s) work?
(Please check only the issues that volunteer would directly impact through this opportunity.)

Aging
 AIDS / HIV
 Alcohol Abuse
 Animal
 Arts
 Business
 Child Abuse
 Civil Rights
 Community Development
 Consumer
 Crime
 Cultural
 Death and Dying
 Disabilities
 Disaster / Emergency
 Domestic Violence
 Drug Abuse
 Homelessness
 Housing
 Human Rights
 Hunger / Food
 Immigration
 Labor
 Legal
 Literacy
 Men's
 Mental Health
 Mentoring Services
 Nonprofit Organization
 Political
 Poverty
 Public Assistance
 Reproductive
 Rural

What skill(s) or interest(s) should your volunteer have?

Advocacy
 Animal Services
 Arts / Culture
 Caregiver
 Child Care
 Companionship
 Computer / Internet Services
 Construction / Maintenance
 Counseling / Information Support
 Dancing / Drama
 English Language Instruction
 Event Planning /

Legal Services
 Management
 Math / Science
 Meal Preparation / Serving
 Painting / Wallpapering
 Performer / Musician
 Photography
 Production (Radio, TV)
 Program Management
 Public Relations / Outreach
 Public Speaking
 Reading

What types of volunteers do you accept?

Adolescents (13-17)
 Young Adults (18-25)
 Adults (26-54)
 Children (5-12)
 Court-appointed
 Families

Individual
 Interns
 Large Group (11+)
 Adults (55+)
 Small Group (2-10)

Save and Continue

It is your careful completion of this section that makes the Corridor Volunteers work for you. Every potential volunteer will be checking off choices from these same lists.

In general, you will rank higher in searches if you check the few categories that have the most direct relevance to this opportunity. If you find that many options are relevant, perhaps you are trying to describe more than one opportunity and should be using more than one form.

Twelfth Screen

Suggestions to improve your listing

myHome : Opportunities : One opportunity : **Suggestions**

We have the following suggestion(s) to improve the quality of your entire listing. The better your listing looks, the more likely you will find volunteers through this website.

- Your headline is very short. We recommend that your headline contain not only the name of the volunteer position but some information about the type of work the volunteer will be doing.
- The overall description of the opportunity is very short and might be too vague. Your description is one of the key elements in convincing the volunteer to take the final step to begin volunteering. Please provide enough information so that the volunteer can get excited about working with your agency!

Read the suggestions and make changes or continue.

Thirteenth Screen:

x - Location

myHome : Locations : **x**

Please select an existing location to assign to "x" or select the option to create a new location.

200 N. Vineyard Blvd, Suite 700
Honolulu, HI 96817
([See a map](#))

Create a new location

The Location is populated from your agency listing.

If the volunteer opportunity is at a different location, create a new location here.

Fourteenth Screen:

x - Select Primary Contact

myHome : Contacts : **x**

Please select the primary contact for "x" or select the option to create a new contact.

Judith Cantil, contacts@msn.com

Create a new contact

The Primary Contact is populated from your agency listing.

If the volunteer opportunity contact is different, create a new contact here


Fifteenth Screen:

This Screen will appear only if you choose to add a “one time opportunity”

s - Add event date
myHome : Opportunities : One opportunity : Event dates : **Add date**

Specifying an event date means the event will appear on our calendar on the day you specify. In addition to the date, you can optionally specify a start and end time for the event. Leaving the time blank implies the event takes place all day.

If this event takes place on more than one day, select "Save and Add More Dates" when you're ready.

1. * Event Date:  ← If you use a pop-up blocker you will be unable to use this calendar icon, and you can enter information using the drop down bar instead.

The event date must be within the coming year.

2. Start time:

3. End time:

4. How many volunteers can participate in this event?

5. Can volunteers sign themselves up for this event? Yes No ← Use the default setting "No".

When you make a "One Time Opportunity" it will automatically appear on the event calendar. If this opportunity will be taking place over a span of days, then you can "Save and Add more Dates".

Approving Hours Tutorial



1. Log on to www.corridorvolunteers.org through the agency login link on the home page.
2. From the title screen below, select the indicated **Hours** tab.

corridorVolunteers.org

A joint collaboration between United Way of East Central Iowa and United Way of Johnson County

Presenting Sponsor

Rockwell Collins

United Way

Contributing Sponsor:

LCNRC
LEARN COUNTY NON-PROFIT RESOURCE CENTER
Promoting, Supporting, Strengthening

THE UNIVERSITY OF IOWA

LEADERSHIP FOR 4 SEASONS

In Partnership:

RCRV
Regional Center
Recovery Volunteers

cep
The University of Iowa
Civic Engagement Program

powered by **United eWay**
myHome | [Contact Us](#) | [About Us](#) | [Logout](#)

Your Organization Name

Overview Agency Listing Opportunities Events Board Bank Product Connections Contacts Locations Referrals **Hours**

-- Select Action --

Tip: If you add a date-specific volunteer opportunity, don't forget to manage the dates of the event on our online volunteer calendar. Click on the name of the opportunity to manage the dates.

Date-specific opportunities automatically expire the day after their last date.

Registration date: Jan 18, 2007

General Administration

- ▶ View statistics on your listings
- ▶ Learn about the Community Spotlight
- ▶ Link to your listing
- ▶ Change Password

Contact CorridorVolunteers.org | [Privacy Statement](#) | [Terms of Service](#)

The inclusion of any organization or person in this database does not constitute a representation, warranty, or endorsement with respect to the competence, suitability, or reliability of such organization or person by CorridorVolunteers.org; nor does CorridorVolunteers.org sponsor or endorse any third-party web site.

- You should see a list of volunteers who have submitted volunteer hours for your organization. In the example below, one volunteer hour has been submitted under the listing “The 10,000 Hours Show.”

The screenshot shows a web browser window with the URL <http://www.volunteersolutions.org/uvjc/agency/home/hours/>. The page title is "The 10,000 Hours Show (10K) - Volunteer Hours". The page features logos for Rockwell Collins and United Way. The main content area is titled "Your Organization Name - Volunteer Hours" and includes a navigation menu with options like Overview, Agency Listing, Opportunities, Events, Board Bank, Product Connections, Contacts, Locations, Referrals, and Hours. A filters section allows users to filter by status (currently set to "All"). Below the filters, there is an "Export records" section and a table of results. The table shows two records:

Status	Entered On	Listing	Name	Email	Date	# Hours	Details
Submitted (Approve)	Jun 3, 2007	The 10,000 H...	Farah Towfic	farah-towfic@uiowa.edu	Jun 03, 2007	1.00	Details
Approved	Apr 10, 2007	The 10,000 H...	John Smith	John-smith@uiowa.edu	Feb 19, 2007 to Mar 02, 2007	4.00	Details

The page also includes a sidebar with logos for contributing sponsors like LCNRC and The University of Iowa, and in-partnership logos like RCRV, cep, and Ai ACCESS Iowa. The browser's taskbar at the bottom shows several open applications, including "The 10,000 Hours Sho...", "Old 10K orgs NOT on CV", "Microsoft Excel - unregis...", and "Document1 - Microsoft ...". The system clock indicates the time is 5:45 PM.

4. You can approve this volunteer in one of two ways:
 - a. To approve hours for a single volunteer:
 - i. Click on the **Approve** button under the status column, indicated in green below.

Your Organization Name - Volunteer Hours

Overview Agency Listing Opportunities Events Board Bank Product Connections Contacts Locations Referrals Hours

Filters
Status: All
Filter

Export records
Total hours:

Status	Entered On	Listing	Name	Email	Date	# Hours	
1 Submitted (Approve)	Jun 3, 2007	The 10,000 H...	Farah Towfic	farah-towfic@uiowa.edu	Jun 03, 2007	1.00	Details
2 Approved	Apr 10, 2007	The 10,000 H...	John Smith	John-smith@uiowa.edu	Feb 19, 2007 to Mar 02, 2007	4.00	Details

Results: 2 | Create PDF Page: 1 of 1 Next

- ii. Click the **Approve 1 log entry** button, indicated below.

Approve Log Entry

Overview Agency Listing Opportunities Events Board Bank Product Connections Contacts Locations Referrals Hours

Date: Jun 3, 2007
 Listing: The 10,000 Hours Show (10K)
 Volunteer: Farah Towfic, () - farah-towfic@uiowa.edu
 Status: Submitted (Approve)
 Number hours: 1
 Created on: Jun 3, 2007

Approve 1 log entry Cancel

Contact CorridorVolunteers.org | Privacy Statement | Terms of Service

The inclusion of any organization or person in this database does not constitute a representation, warranty, or endorsement with respect to the competence, suitability, or reliability of such organization or person by CorridorVolunteers.org; nor does CorridorVolunteers.org sponsor or endorse any third-party web site.

- iii. You should then be taken back to the **hours** screen and the entry should be marked as **approved**, as seen below.

Your Organization Name - Volunteer Hours

Overview Agency Listing Opportunities Events Board Bank Product Connections Contacts Locations Referrals Hours

Filters
Status: All
Filter

Export records
Total hours:

Status	Entered On	Listing	Name	Email	Date	# Hours	
1 Approved	Jun 3, 2007	The 10,000 H...	Farah Towfic	farah-towfic@uiowa.edu	Jun 03, 2007	1.00	Details
2 Approved	Apr 10, 2007	The 10,000 H...	John Smith	John-smith@uiowa.edu	Feb 19, 2007 to Mar 02, 2007	4.00	Details

Results: 2 | Create PDF Page: 1 of 1 Next

- b. To approve hours for all volunteers at once:
 - i. Click the white square box next to the Status column, indicated in purple, to select all volunteers.

Your Organization Name - Volunteer Hours

Overview Agency Listing Opportunities Events Board Bank Product Connections Contacts Locations Referrals Hours

Filters

Status All

Filter

Export records

Total hours:

Results: 2 | Create PDF Page: 1 of 1 Next

<input type="checkbox"/>	Status	Entered On	Listing	Name	Email	Date	# Hours	
<input type="checkbox"/>	1 Submitted (Approve)	Jun 3, 2007	The 10.000 H...	Farah Towfic	farah-towfic@uiowa.edu	Jun 03, 2007	1.00	Details
<input type="checkbox"/>	2 Approved	Apr 10, 2007	The 10.000 H...	John Smith	John-smith@uiowa.edu	Feb 19, 2007 to Mar 02, 2007	4.00	Details

Results: 2 | Create PDF Page: 1 of 1 Next

- ii. Select **Approve**, indicated in purple below.

Your Organization Name - Volunteer Hours

Overview Agency Listing Opportunities Events Board Bank Product Connections Contacts Locations Referrals Hours

Filters

Status All

Filter

Export records

Total hours:

Results: 2 | Create PDF Page: 1 of 1 Next

<input type="checkbox"/>	Status	Entered On	Listing	Name	Email	Date	# Hours	
<input type="checkbox"/>	1 Submitted (Approve)	Jun 3, 2007	The 10.000 H...	Farah Towfic	farah-towfic@uiowa.edu	Jun 03, 2007	1.00	Details
<input type="checkbox"/>	2 Approved	Apr 10, 2007	The 10.000 H...	John Smith	John-smith@uiowa.edu	Feb 19, 2007 to Mar 02, 2007	4.00	Details

Results: 2 | Create PDF Page: 1 of 1 Next

- Select Action - Do

- Select Action - Approve