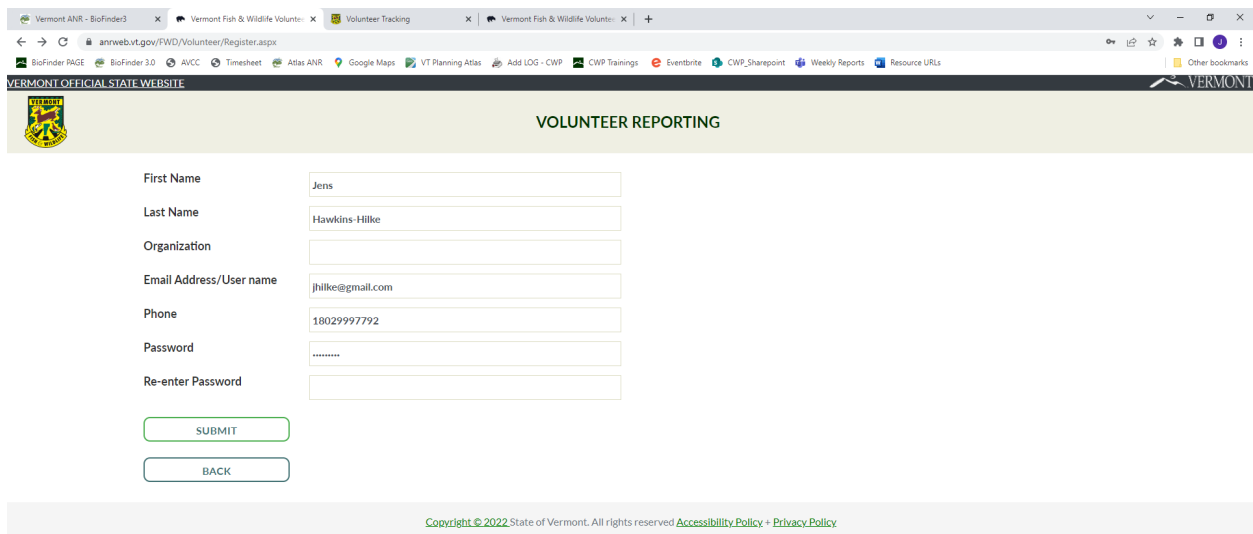


Instructions for using the online volunteer hours form.

V1 12/6/2022

Creating a new account in the Vermont Fish & Wildlife Department Volunteer Reporting Form

- Open a new tab in your internet browser and open this link [Vermont Fish & Wildlife Volunteer Reporting \(vt.gov\)](https://www.vermont.gov/web/volunteer-reporting)
- For first time users, you need to create an account first. Click “REGISTER”
- Fill out the fields and create a new password (THAT YOU CAN REMEMBER)

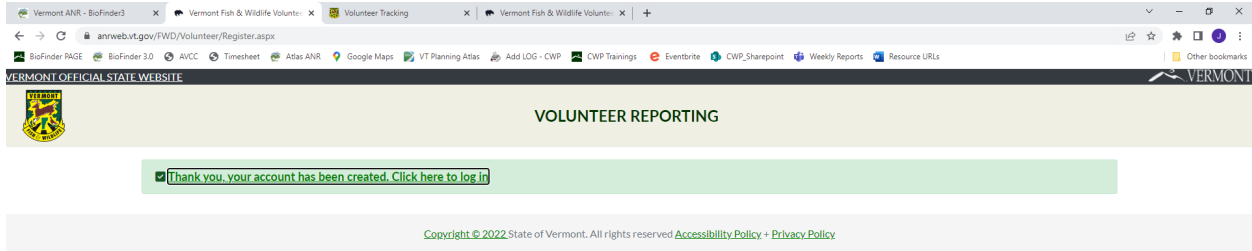


The screenshot shows a web browser window with the URL www.vermont.gov/web/volunteer-reporting. The page title is "VOLUNTEER REPORTING". The form contains the following fields:

First Name	Jens
Last Name	Hawkins-Hilke
Organization	
Email Address/User name	jhilke@gmail.com
Phone	1802997792
Password	*****
Re-enter Password	

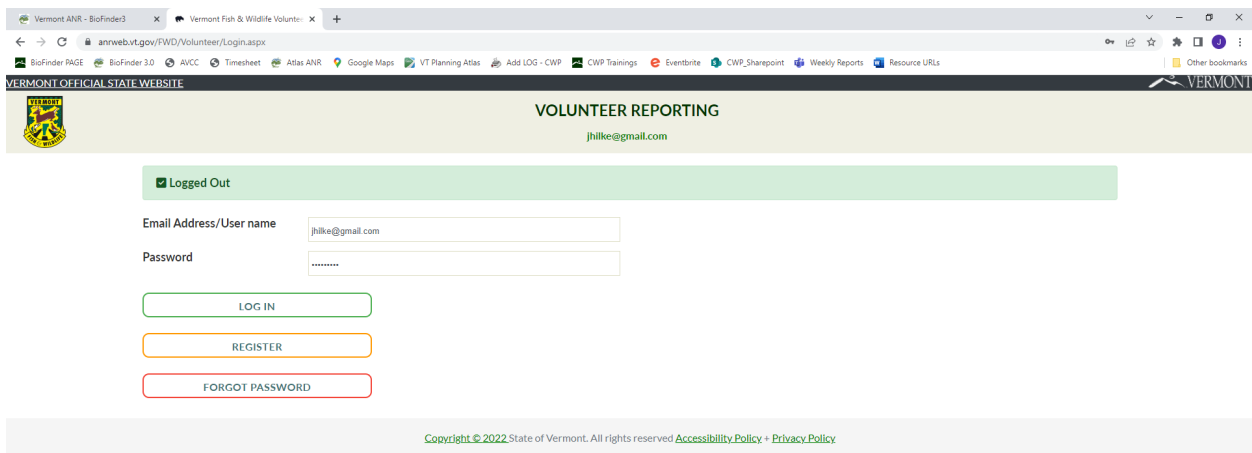
Below the form are two buttons: "SUBMIT" and "BACK". At the bottom of the page, there is a copyright notice: "Copyright © 2022 State of Vermont. All rights reserved. [Accessibility Policy](#) + [Privacy Policy](#)".

- Click on “SUBMIT” to create your account.
- You will see confirmation that it was successful and have the option to log in.
- Click on the text to log in.



Logging in to the Vermont Fish & Wildlife Volunteer Reporting (vt.gov)

- [Vermont Fish & Wildlife Volunteer Reporting \(vt.gov\)](#)



- Once you are logged in, follow the link "CONTINUE TO SURVEY"
- In the Volunteer Information Section, Fill in your name and email
- Under Project Category select, **LAND USE PLANNING**
- Under Project Name Select, **VT CONSERVATION DESIGN**

Thank you for contributing your valuable time and effort towards conserving wildlife. Your efforts directly secure more conservation funding for Vermont.

Volunteer Information ▾

Contact Information ▾

First Name*

Last Name*

Email*

Project Category*

Project Name*

- In the Volunteering Details section,
- In the Activity Description field, select “meeting”
- select “meeting”
- Enter the select Activity Date, Use the hours/dates provided or refer back to the [Vermont Conservation Design Hours Log](#) in TEAMS. **For each Date of service, you’ll need to fill out the Volunteering Details section again.**
- add mileage (if any), Round Trip hours spent driving (if any)
- Add Hours spent on activity only. Please estimate to nearest 0.25 hours.

DO NOT CLICK SUBMIT (Yet)IF YOU WANT TO ADD MULTIPLE DATES!

For each Date of service, you’ll need to fill out the Volunteering Details section again.

VT Conservation Design

Volunteering Details
 Save time - after completing fields below, DO NOT SUBMIT YET if you have more dates or activities to add for this project. Instead click (+) here to add more. Once your entries for a project are completed, then click Submit at bottom (1)

Project Information

Activity Description*

Field surveys Check station Lab work
 State lands management Private lands management Meeting
 Providing training Attending training Data Management
 Other

Activity Date*

mm/dd/yyyy

Round trip mileage
 (only if personal vehicle used)

To add multiple dates of volunteer activity

- Scroll back up to the top of the Volunteering Details section.
- Click on the + sign on the right of the digits. This opens an additional section

Volunteering Details
 Save time - after completing fields below, DO NOT SUBMIT YET if you have more dates or activities to add for this project. Instead click (+) here to add more. Once your entries for a project are completed, then click Submit at bottom (1)

- Fill out the Project Information section for an additional date of service
- In the Activity Description field, select “meeting”
- Enter the select Activity Date,
- add mileage (if any), Round Trip hours spent driving (if any)
- Add Hours spent on activity only. Please estimate to nearest 0.25 hours.

You can add as many dates of service as you want. Click on the + sign under the Volunteering Details section to add another date.

- When you're finished Verify Volunteer Submission by clicking yes
- Click on the “Submit” button to finish.

Volunteering Details Save time - after completing fields below, DO NOT SUBMIT YET if y...

1 2 +

Hours spent on activity only*
(to nearest 0.25 hours)

Additional Comments

Remember: Use (+) button above to submit additional volunteer activities for this project within this form.

Verify Volunteer Submission*

Please read the message below and click Yes to confirm agreement. We the undersigned do hereby certify under the pains and penalties of perjury that the reported information is accurate to the best of our knowledge and that all requests for services and expenses were incurred while performing work for the state of Vermont.

 Yes

Submit