ADDitions Volunteer Hours – Recording Hours with a Home Computer

1. ADDitions Log In: https://ocps.samaritan.com/custom/503/

2. Sign in with your User Name and Password.

3. On your dashboard, click **Report Service/Survey**.

4. Select a survey by choosing the school and volunteer position you wish to record. You may enter bulk time (more than a day of volunteering) by choosing the **Bulk time report** or enter a single day of volunteering by choosing the **Volunteer time report**.

5. Enter start and end date, number of volunteer hours and a description (Read2Succeed tutoring.)

6. NOTE: when choosing the volunteer time report, you may record the number of miles you drove to volunteer that day. This may be considered an In-kind contribution for tax purposes.

7. On your dashboard, **view hours** to make sure all entries are recorded.