ADDitions Volunteer Hours – Recording Hours with a Home Computer

1. ADDitions Log In: [https://ocps.samaritan.com/custom/503/](https://ocps.samaritan.com/custom/503/)
2. Sign in with your User Name and Password.
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.