



HOW TO:

*View & Report Your
Volunteer Hours*


volunteer.cwfphilly.org


RETURN TO OUR WEBSITE MANAGER CALENDAR (228) HELP


CAMPAIGN FOR WORKING FAMILIES

VOLUNTEER PORTAL

Welcome back, Elizabeth! Here's your volunteer snapshot for March 3, 2025. CLOSE SNAPSHOT

 18.5
VOLUNTEER HOURS

 \$444.00
IMPACT VALUE

 2
VOLUNTEER SHIFT RESPONSES

Full Volunteer Resume

- VIEW PROFILE
- EDIT PROFILE
- TRACK HOURS
- VOLUNTEER SCHEDULE
- QUALIFICATIONS
- MY FILES
- VOLUNTEER SHIFT RESPONSES
- MY TEAMS
- MY USER GROUPS
- INBOX
- LOGOUT

On your volunteer portal account, hover over your initials/photo in the top right corner, and click "Track Hours"

Track Hours

- VIEW PROFILE
- EDIT PROFILE
- TRACK HOURS
- MY USER GROUPS
- QUALIFICATIONS
- INBOX

On your "Hours" page, you will see the total hours served, and a list of the specific shifts worked within a given date range.

Volunteer Hours

- ACTIONS
-
- EXPORT HOURS
- + ADD HOURS

Start03/03/2024

End03/03/2025

GO

TABLE FILTER

<input checked="" type="checkbox"/>	DATE	DETAILS	TYPE	HOURS	MILES TRAVELED	STATUS
<input checked="" type="checkbox"/>	Feb 20, 2025	Advanced Tax Preparer - Dixon House Center City & South Philadelphia		3.00	0	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Feb 7, 2025	Advanced Tax Preparer - Dixon House Center City & South Philadelphia		3.00	0	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Feb 1, 2025	Advanced Tax Preparer - Dixon House Center City & South Philadelphia		3.00	0	<input checked="" type="checkbox"/>
TOTALS				9	0	
SHOWING 1 TO 3 OF 3 ENTRIES						<div>PREVIOUSNEXT</div>

Hour Type

Are these hours in reference to a volunteer shift you responded to on this site?

Hour Details

To add hours, scroll down on the “Hours” page to be brought to the adding hours section.

Hour Type

Are these hours in reference to a volunteer shift you responded to on this site?

☒ Yes

☐ No

Volunteer Shift *

Basic Tax Preparer - Northeast Super Site

Shift *

Mar 3, 2025 @ 9:00am ET

Location Name: North, Northeast, & Northwest Philadelphia

Response Date: Mar 3, 2025

Hour Details

Date Worked *

03/03/2025



Hours Worked *

4.00

Click “yes” if the hours you are entering are related to a shift you registered for on the portal.*

Select specific shifts you previously signed up for from the dropdown menus

The hours and date worked will automatically update based on the length of the shift you selected. Worked more or less than the length of the shift? You can change the “Hours Worked” manually.

Don't forget to click submit!

SUBMIT HOUR ENTRY

CLEAR FORM

*Forgot to register for a shift you worked? ->

*Forgot to register for a shift you worked?

Hour Type

Are these hours in reference to a volunteer shift you responded to on this site?

☐ Yes

☒ No

Select "No"

Hour Details

Date Worked *

03/03/2025



Hours Worked *

4.00

Select the date you worked and enter the hours you worked.

Individual Details

Where did you volunteer? ?

Northeast Super Site (PATH)

Who can verify these hours? ?

Jasmin Holston

What email address can be used to confirm these hours? ?

name@example.com

Type in the name of the tax site and the name of the Site Manager you worked with who can verify your hours. Don't worry about the email address.

Don't forget to click submit!

SUBMIT HOUR ENTRY

CLEAR FORM

Track Hours

- VIEW PROFILE
- EDIT PROFILE
- TRACK HOURS
- VOLUNTEER SCHEDULE
- MY FILES
- VOLUNTEER SHIFT RESPONSES
- MY TEAMS
- MY USER GROUPS
- QUALIFICATIONS
- INBOX

Volunteer Hours

ACTIONS

EXPORT HOURS

ADD HOURS

Start03/03/2024

End03/03/2025

GO

TABLE FILTER

<input checked="" type="checkbox"/>	DATE	DETAILS	TYPE	HOURS	MILES TRAVELED	STATUS
<input checked="" type="checkbox"/>	Mar 3, 2025	Basic Tax Preparer - Northeast Super Site North, Northeast, & Northwest Philadelphia		4.00	0	
<input checked="" type="checkbox"/>	Feb 20, 2025	Advanced Tax Preparer - Dixon House Center City & South Philadelphia				
<input checked="" type="checkbox"/>	Feb 7, 2025	Advanced Tax Preparer - Dixon House Center City & South Philadelphia				
<input checked="" type="checkbox"/>	Feb 1, 2025	Advanced Tax Preparer - Dixon House Center City & South Philadelphia		3.00	0	
TOTALS				13	0	

SHOWING 1 TO 4 OF 4 ENTRIES

PREVIOUSNEXT

The hours will then be shown on your account as Pending. Please wait 24-48 hours for approval by our Volunteer Department.

Questions? Contact
taxvolunteer@cwfp Philly.org.

Thanks for volunteering with us!

