

Parent Directions for Volunteer Hours

Parents will now log all parent volunteer hours through ParentSquare.

How to Add Hours

1. Log into ParentSquare
2. From the menu on the left (under Participate), click on Vol Hours.



3. Fill out the form:
 - a. Select Month
 - b. Select an Activity (these are more like categories)
 - c. Add in details of tasks completed
 - d. Type in the total number of hours worked
 - e. Click Save
4. Your hours have been recorded!

How to View Hours:

1. Log into ParentSquare
2. From the menu on the left (under Participate), click on Vol Hours.



3. The number of hours and activities will be listed on the right