

NEW

Volunteer Time Tracking System

1

REGISTER FOR YOUR ACCOUNT

Scan QR code or visit website



<https://www.trackitforward.com/site/lincoln-academy-charter-school>

2

DOWNLOAD THE APP

1. Search for "Track It Forward" or "Volunteer Time Tracking"
2. Download and sign in with your username and password!



TRACK IT FORWARD

3

LOG HOURS

1. Log in via website or app
2. Log hours (4 simple fields!)
3. Click submit

Volunteer opportunities may be announced via the Lincoln Loop, email, teacher communications, etc. If you are looking for a way to volunteer, always feel free to reach out to your teachers, front office, and PTO leadership.

4

SEARCH EVENTS FOR VOLUNTEER OPPORTUNITIES

1. Login via website or app
2. Search Events: Try the filter option as many events will be categorized by grade or type
3. Click sign up

Not all events will be posted in Track It Forward, but any volunteer time should be logged using Step 3 instructions



Thank you for volunteering! It's an important part of our LA culture and a critical piece of our charter renewal process.