

Instructions: Online Volunteer Hours Form

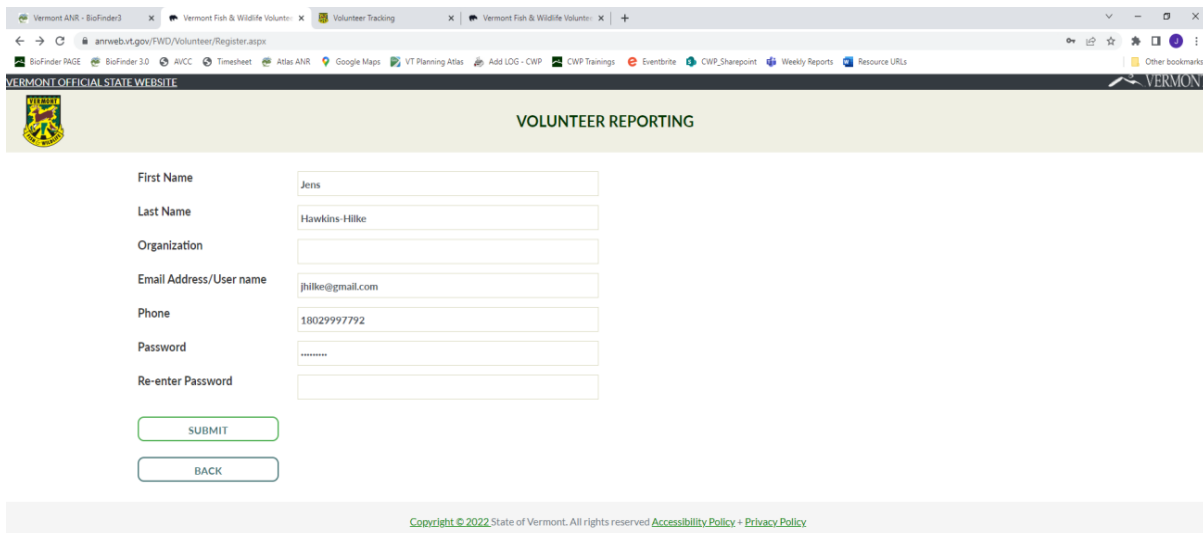
First time users: Create a new account in the Vermont Fish & Wildlife Department Volunteer Reporting Form

1. Open a new tab in your internet browser and open this link [Vermont Fish & Wildlife Volunteer Reporting](https://anrweb.vt.gov/FWD/Volunteer/Reporting).



anrweb.vt.gov/FWD/Volunteer/Login.aspx

2. Click “REGISTER” Fill out the fields and create a new, memorable password.



VERMONT OFFICIAL STATE WEBSITE

VOLUNTEER REPORTING

First Name: Jens

Last Name: Hawkins-Hilke

Organization:

Email Address/User name: jhilke@gmail.com

Phone: 18029997792

Password:

Re-enter Password:

SUBMIT

BACK

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3. Click on “SUBMIT” to create your account.
4. You will see confirmation that it was successful and have the option to log in.
5. Click on the text to log in.

Log in to the Vermont Fish & Wildlife Volunteer Reporting

[Vermont Fish & Wildlife Volunteer Reporting \(vt.gov\)](https://www.vermont.gov)

VERMONT OFFICIAL STATE WEBSITE

VOLUNTEER REPORTING
jhike@gmail.com

Logged Out

Email Address/User name:

Password:

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1. Once you are logged in, click CONTINUE TO SURVEY.
2. In the Volunteer Information Section, fill in your name and email.
3. Under Project Category select **birds**.
4. Under Project Name Select **loon**.

Thank you for contributing your valuable time and effort towards conserving wildlife. Your efforts directly secure more conservation funding for Vermont.

Volunteer Information

Contact Information

First Name*

Last Name*

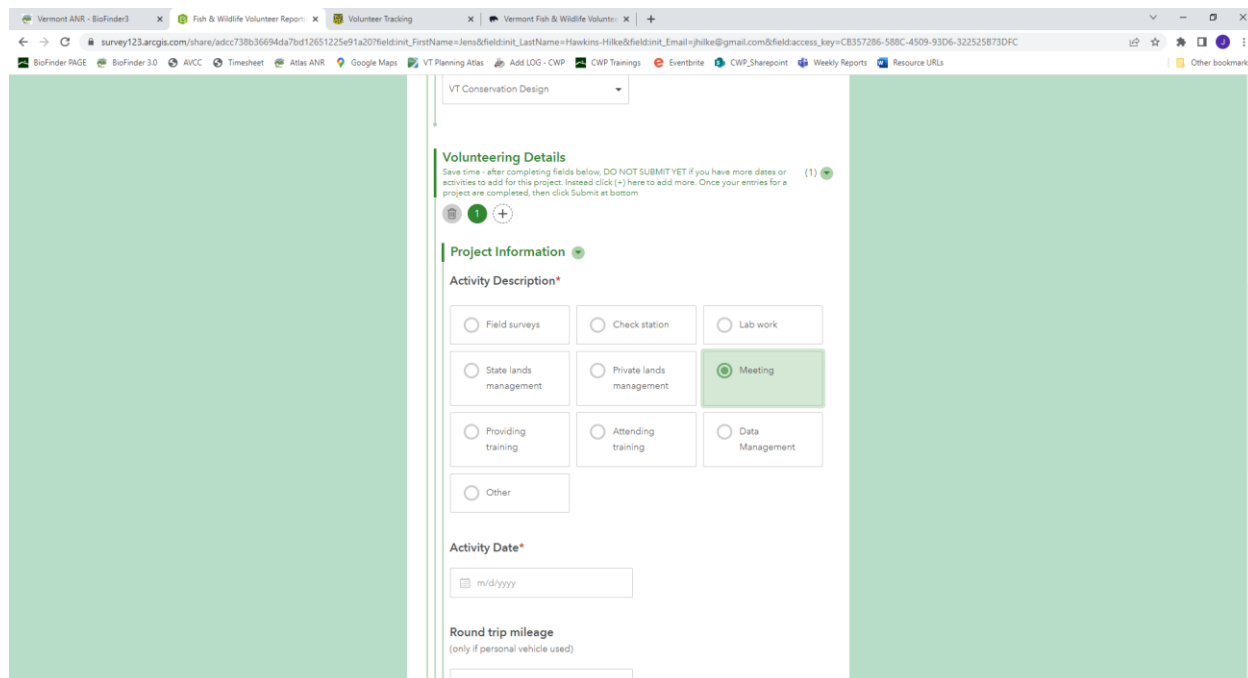
Email*

Project Category*

Project Name*

5. In the Volunteering Details section:
 - a. Enter Activity Description field
 - b. Enter the select Activity Date. For each Date of service, you'll need to fill out the Volunteering Details section again.
 - c. add Round trip mileage (if any) and hours spent driving (if any)
 - d. Add Hours spent on activity only. Please estimate to nearest 0.25 hours.

DO NOT CLICK SUBMIT IF YOU WANT TO ADD MULTIPLE DATES!



To add multiple dates of volunteer activity:

6. Scroll back up to the top of the Volunteering Details section and click on the + sign on the right of the digits. This opens an additional Volunteering Details section. Fill it out following the same steps.



7. Click on the + sign under the Volunteering Details section to add another date. You can add as many dates of service as you want.
8. When you've added all your dates, Verify Volunteer Submission by clicking yes.
9. Click on the "Submit" button to finish.

Vermont ANR - BioFinder3 x Fish & Wildlife Volunteer Report: x Fish & Wildlife Volunteer Report: x

survey123.arcgis.com/share/adcc738b36694da7bd12651225a91a207?fieldinit_FirstName=Jens&fieldinit_LastName=Hawkins-Hilke&fieldinit_Email=jhilke@gmail.com&fieldaccess_key=CB357286-5B8C-4509-93D6-322525B73DFC

BioFinder PAGE BioFinder 3.0 AVCC Timesheet Atlas ANR Google Maps VT Planning Atlas Add LOG - CWP CWP Trainings Eventbrite CWP_Sharepoint Weekly Reports Resource URLs Other bookmarks

Volunteering Details Save time - after completing fields below, DO NOT SUBMIT YET if y...

1 2 +

Hours spent on activity only*
(to nearest 0.25 hours)

Additional Comments

Remember: Use (+) button above to submit additional volunteer activities for this project within this form.

Verify Volunteer Submission*

Please read the message below and click Yes to confirm agreement. We the undersigned do hereby certify under the pains and penalties of perjury that the reported information is accurate to the best of our knowledge and that all requests for services and expenses were incurred while performing work for the state of Vermont.

Yes

Submit