

**KING'S
VOLUNTEERING**

KING'S
College
LONDON

Record your Volunteering

King's Volunteering Platform

Logging Volunteer Hours

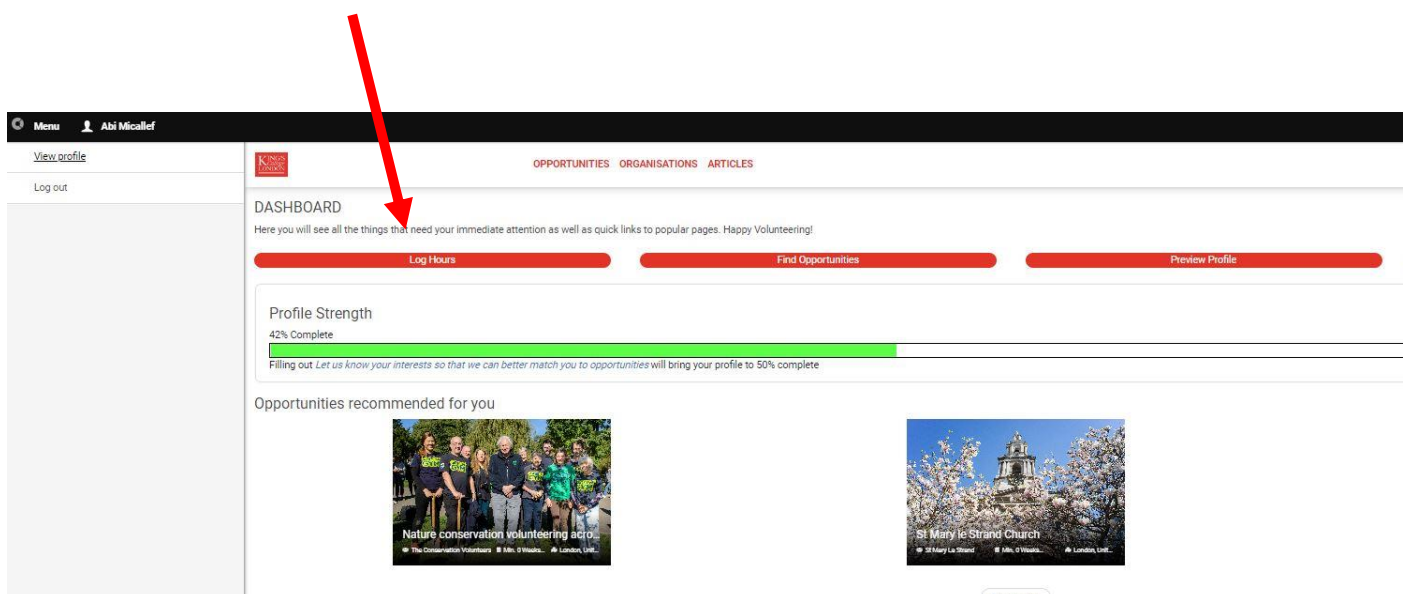
The King's Volunteering platform allows you to keep a verified log of your volunteering activity and share this with others. This means that all hours logged are approved by the organisation you volunteer with.

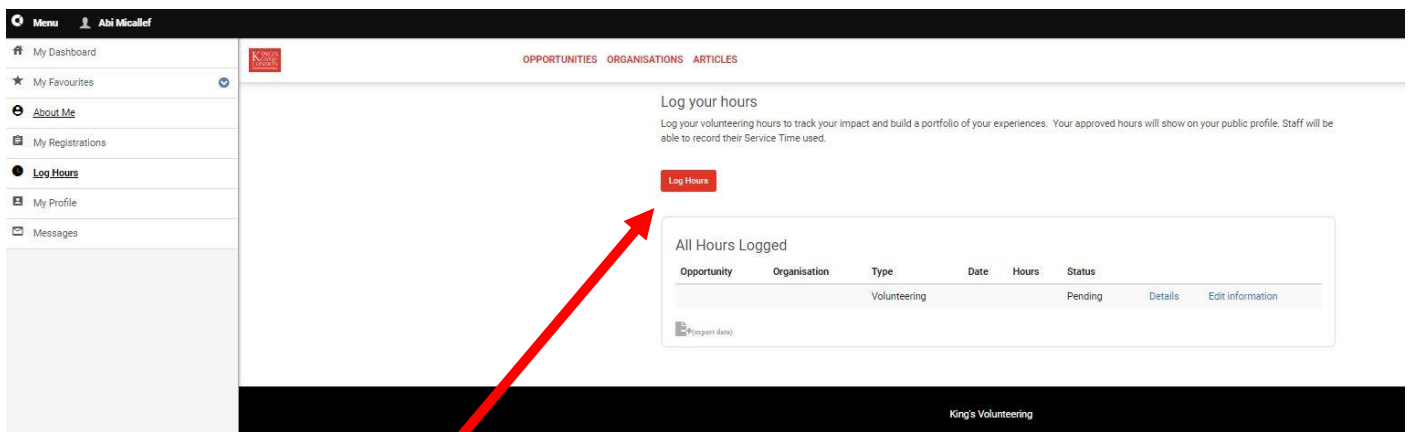
Why log your volunteer hours?

- You can build a verified record of all the volunteering you have completed throughout your time at King's
- Your volunteering with different organisations and causes all show in one place
- You can share your volunteering record with others including employers, on applications or on your CV
- Hours logged on the King's Volunteering platform will show on your [Higher Education Achievement Record](#) (HEAR) once you graduate if you are a student.
- You can qualify for the [King's Volunteering Reward & Recognition scheme](#).
- This record helps you demonstrate the skills you've developed through volunteering

Submitting volunteer hours

To submit your hours, you must have registered on the King's Volunteering platform. You can log in or register by visiting the [King's Volunteering platform](#). Once logged in, visit your dashboard and click 'log hours'. This will take you to the below page.





Click the 'log hours' button and you will be presented with a form to provide information about your volunteering activity. If you found your volunteer role through the King's Volunteering platform, use the drop-down menus to select the organisation name and volunteer role respectively.

If you did not find your volunteer role through the King's Volunteering platform, you can tick the box 'not in the list' and use the text box to type the name of the organisation you volunteered with, and/or the name of the volunteer role.

We recommend you use the save button at the bottom of each page as you fill in details.

 The screenshot shows the 'Log your hours' form. The top navigation bar includes 'Home', 'Menu', and 'Abi Micallef'. The main header has 'OPPORTUNITIES', 'ORGANISATIONS', and 'ARTICLES'. The form is titled 'Log your hours' with a subtext: 'Please log your volunteering hours to track your development and impact.' The form has two dropdown menus: 'Which organisation did you complete the hours with? *' and 'Which opportunity did you work on? *'. Both dropdowns have a '- None -' option. There are checkboxes for 'not in the list' under each dropdown. At the bottom, there are three buttons: 'Next', 'Save' (with a green checkmark), and 'Delete' (with a red trash icon). The footer includes 'King's Volunteering', 'volunteer@kcl.ac.uk', and 'Powered by OpenCampus®'.

Home Menu Abi Micallef

My Dashboard My Favourites About Me My Registrations Log Hours My Profile Messages

OPPORTUNITIES ORGANISATIONS ARTICLES

Opportunity Details Reflections Impact Feedback Submit Hours validation Verified

Log your hours
Please log your volunteering hours to track your development and impact.
Click here if the organisation you worked with is not in the list
☒ not in the list
Type here to add a new organisation, if not in the above list *

Which opportunity did you work on? *

-- None --

Click here if the opportunity you worked on is not in the list
☐ not in the list

Click "next" to continue logging your hours, "previous" to go back, or "save" to leave and continue later

Next Save Delete

King's Volunteering
volunteers@kcl.ac.uk

Powered by OpenCampus®

You will then be presented with a form to fill in and to provide information about your volunteering, including when you started volunteering, how many hours you have volunteered and what skills you used during your time in the role.

You will also be asked to share the name of the approver. This is the name of the person at the organisation you volunteered with who would be able to confirm your record of volunteering. For example, the person who managed you during your volunteering activity.

Home Menu Abi Micallef

My Dashboard My Favourites About Me My Registrations Log Hours My Profile Messages

OPPORTUNITIES ORGANISATIONS ARTICLES

Opportunity Details Reflections Impact Feedback Submit Hours validation Verified

Log your hours
Please log your volunteering hours to track your development and impact.
Charity 3
Admin Volunteer

What type of activity did you complete? *

Volunteering

What was your role? *

-- None --

When did you complete the hours? *

Date

Date to:

How many hours did you complete? *

Did you use Service time for this volunteering activity?

No

What skills did you work on during this activity? (max 3) *

Choose some options

Where did you complete the activity? (Start typing the city to select the location)

Enter one manually

Approver's First name *

The Approver is the manager or the person supporting you in your role at the organisation with which you completed the hours. We check to verify legitimacy of all approvers so make sure they are aware that we will contact them for approval of your hours. They will receive an email asking them to approve the hours you submit.

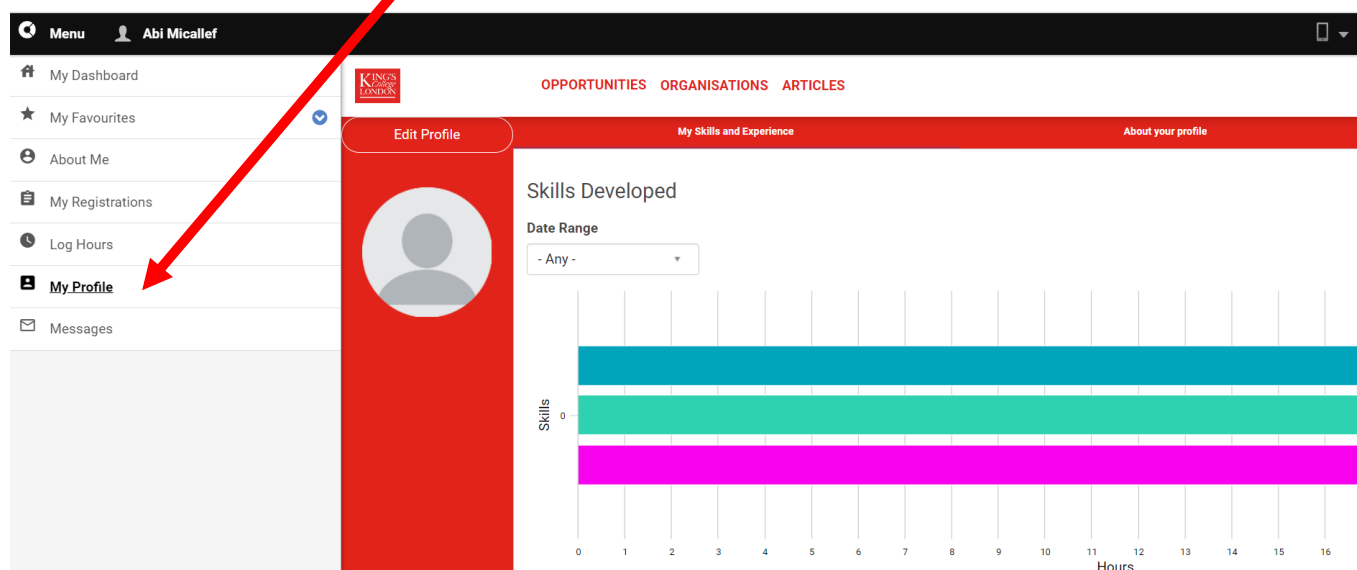
Once you have provided these details, you will be asked to add information about your volunteering activity, including some reflections on your experience of the role. These will be helpful for you in the future when looking back at your completed volunteering.

These details will then be sent to the approver you list for review. Once the details have been approved, they will be listed on your profile on the King's Volunteering platform.

Hours logged and approved on the King's Volunteering platform will allow you to qualify for the [King's Volunteering Reward & Recognition scheme](#). If you are a student, once you volunteer for a certain number of hours, your volunteering will appear on your [Higher Education Achievement Report](#).

Your volunteering record

You can view your public profile that details your volunteering experience, approved hours, and skills gained by clicking on 'My profile' in the main menu. You can share this by sharing the URL of this page. You may wish to add this link to your CV, LinkedIn profile or on application forms.



If you have any questions about logging your hours, get in touch with the King's Volunteering team at volunteer@kcl.ac.uk.