1. Get Registered with OrgSync:

✓ Go to OrgSync.com
✓ Select “Register”
✓ Find Long Beach City College and Click “Register”
✓ Complete your Account Information
✓ Complete your Profile Information

2. Join Viking Volunteers Spring 2010

Once you are logged in:

✓ Select “Join an Org” (upper left hand corner of your screen)
✓ Under “My Communities” Select “LBCC Organizations”
✓ Type in “Viking Volunteers” in search field
✓ Select “Join”
✓ Enter password: service
✓ Select “Join”

3. Inputting your Service Hours:

Once you are logged in:

✓ Select “Tools”- on left hand side of your screen
✓ Select “Time Sheet”
✓ Complete “New Time Sheet Entry”

New Timesheet Entry

Organization:
Full name of the organization you are volunteering at.

Description:
Include a detailed description of duties performed
EX: Jackson Elementary School- Tutored students in math and reading

Total Hours:
✓ If you are volunteering more than one day at the same organization, please include total number of hours for entire semester.
✓ If you are volunteering just one day, put total number of hours for that date.

Start Date and End Date:
✓ If you are volunteering more than one day at the same organization, please include the First Date you began your volunteer service (Start Date), and the Last Date of your volunteer service (End Date).
✓ If you volunteered only one day, please include the day of service as Start and End Date.

Reference Name:
Supervisor Full Name (cannot be a student, relative, or family member)

Reference Title:
Supervisors Title

Reference Email Address: (NOT REQUIRED)
**Supervisor email address is only needed if you would like for your supervisor to approve your hours online. An email will be sent to your supervisor requesting your approval of hours.

** Students who do not have their hours approved online, must submit a Timesheet with service hour information, and Supervisors Signature.

Updated: 1/5/2010