

How to Report Monthly Volunteer Hours

DUE the 10th of EACH MONTH

- 1) Email to: reba.cook@fortbendis.com
- 2) **DO NOT** Submit hours from Raptor.
- 3) **DO** Submit *UNREPORTED* hours, only. (Raptor = reported hours)
- 4) Provide:
 - a. **CAMPUS NAME**
 - b. **Month being Reported**
 - c. **TOTAL HOURS, *EXCLUDING RAPTOR***

What will the body of your email look like?

**Dulles Elementary
September = 315 hours**

