

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) Submit *UNREPORTED* hours, only. (Raptor = reported hours)
- 4) Provide **CAMPUS NAME**
- 5) Month being Reported
- 6) **TOTAL HOURS, EXCLUDING RAPTOR**

What will the body of your email look like?

Dulles Elementary
September = 315 hours

