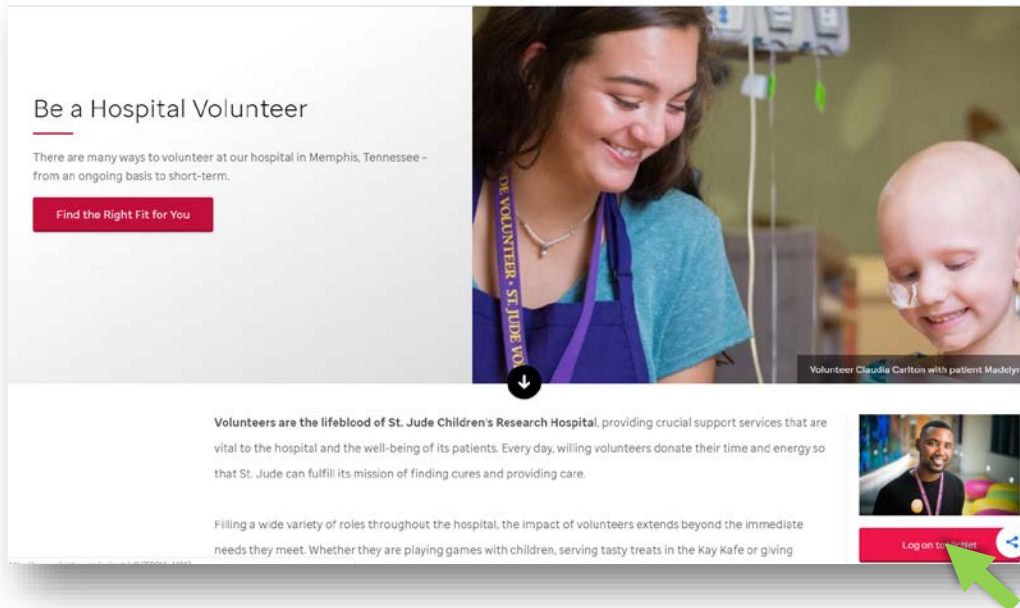
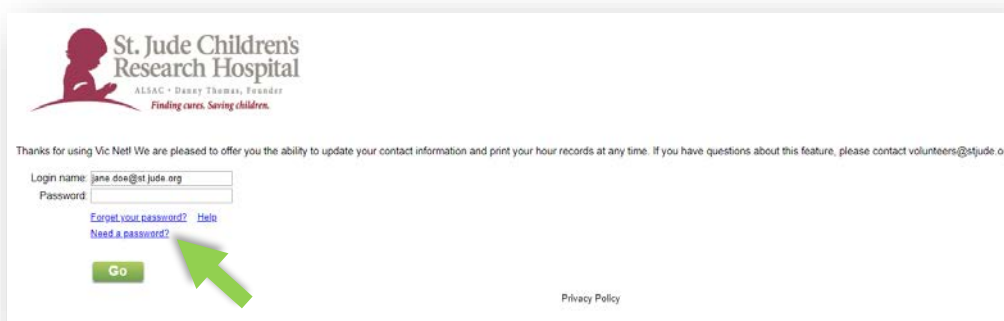


How to Log Volunteer Hours

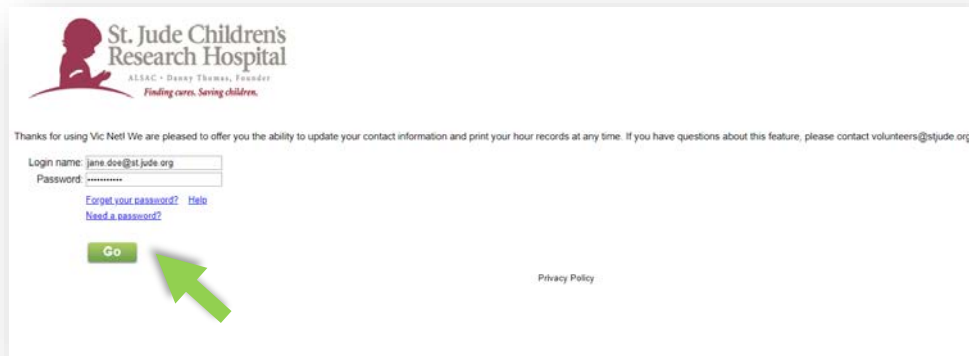
Log Hours Through the St. Jude Website



- Go to <https://www.stjude.org/get-involved/other-ways/volunteer-at-the-hospital.html> and click the **red** button that says “Log on to Vicnet”. This is the button the **green** arrow is pointing to in the picture above.



- Enter your login name which is your SJ email address. Sample: jane.doe@stjude.org
- Click “Need a Password”. A temporary password will be sent to you by e-mail. The **green** arrow is pointing to this link in the picture above.



- Go back to the VicNet login page, enter your email and temporary password and click “Go”. The **green** arrow is pointing to this button in the picture above.
- Click the “Time Sheet” tab to enter your hours. You can enter your hours from your computer or mobile device. Be sure to click the day the service was performed, enter a start and end time and select the assignment you completed.

Log Hours Through the Family-Centered Care Volunteer Hours Record Form

- Go to <https://hospital.stjude.org/apps/forms/fb/fcc-volunteer-hours-record/> . It will look like the picture below.

- Enter your name and SJ email address.
- Go to “Type of Service # 1”.
- Select “FCC Advisor Representation”

Volunteer Service #1

Type of Service #1 *

Choose ▾


- Choose
- Continuing Education
- E-Council
- FAC Meetings & Workgroups
- FCC Advisor Representation**
- Parent Mentor Program
- QoL Advisor Representation
- QOL Steering Council & Workgroups
- Choose

End Time #1

Choose ▾

Calculated Total Hours #1

Comments/Notes #1



- Complete the rest of the form. The questions will prompt you with the needed response.
- Be sure to select the date of volunteering and enter your start and end time!
- Typing a comment about how your time was spent is very helpful for our records.
- If you did more than one type of service, click the “Add volunteer service” button. Otherwise, complete the form and hit Submit!