



## Recording Volunteer Hours in Your Parent Portal

### St. Thomas More Catholic School 2019-2020 School Year

Here's everything you need to know to enter your hours in your Parent Portal for STM. Please note, each family is asked to complete 26 volunteer hours per year. More information (including this document) is available at <https://stmcsnc.org/volunteering>.

Log into your ParentsWeb account.

Click on the "Family" dropdown on the left.

Click on "Family Home."

The image shows two screenshots of the St. Thomas More Catholic School ParentsWeb portal. The left screenshot shows the main navigation menu with the 'Family' dropdown highlighted by a red box. A red arrow points from this box to the right screenshot, which shows the expanded 'Family' dropdown menu with 'Family Home' highlighted by a red box. The main content area of the portal is visible in the background of the left screenshot, showing announcements and events.

Choose an adult from the dropdown menu to log their hours (you can log for another family member). Then click on "Add" to enter hours.

St. Thomas More Catholic School

Family Members

Leonard Dospolinski

Add +

Contact Info

Name: Leonard Dospolinski (Parent)

Address: 100 West School Street  
Cankersho, MO 63519

Home: 636-666-1654

Cell: 636-666-1654

Work: 636-666-1654

Email Address: leonard@dospolinski.com

Service Hours

No community service hours found.

Online Filing Cabinet

Web Forms

Family Demographic Form

Family Billing

Account

Lunch

Total:

In the form that pops up, log your hours and hit the "Save" button. You should see a confirmation message.

The description dropdown box has general categories. Choose the one that best describes the kind of volunteer service. In the note, enter what you did, such as "Book Fair cashier," "1B Classroom Reader," or something else identifiable. Then enter the name of the person you volunteered for who can verify your hours were completed: teacher, HSA committee chair, etc.

Service Hours - Add

Name: *Kristin Howell*

\* Date: 8/13/2019

\* Hours:

\* Description:

Note:

Verified By:

Save

The total hours logged now appears on the main Family Home page.

Kristin Howell (Mot)

Service Hours			Add +
Date	Description	Hours	
8/13/2019	Board Service	3.0	
Total:		3.0	