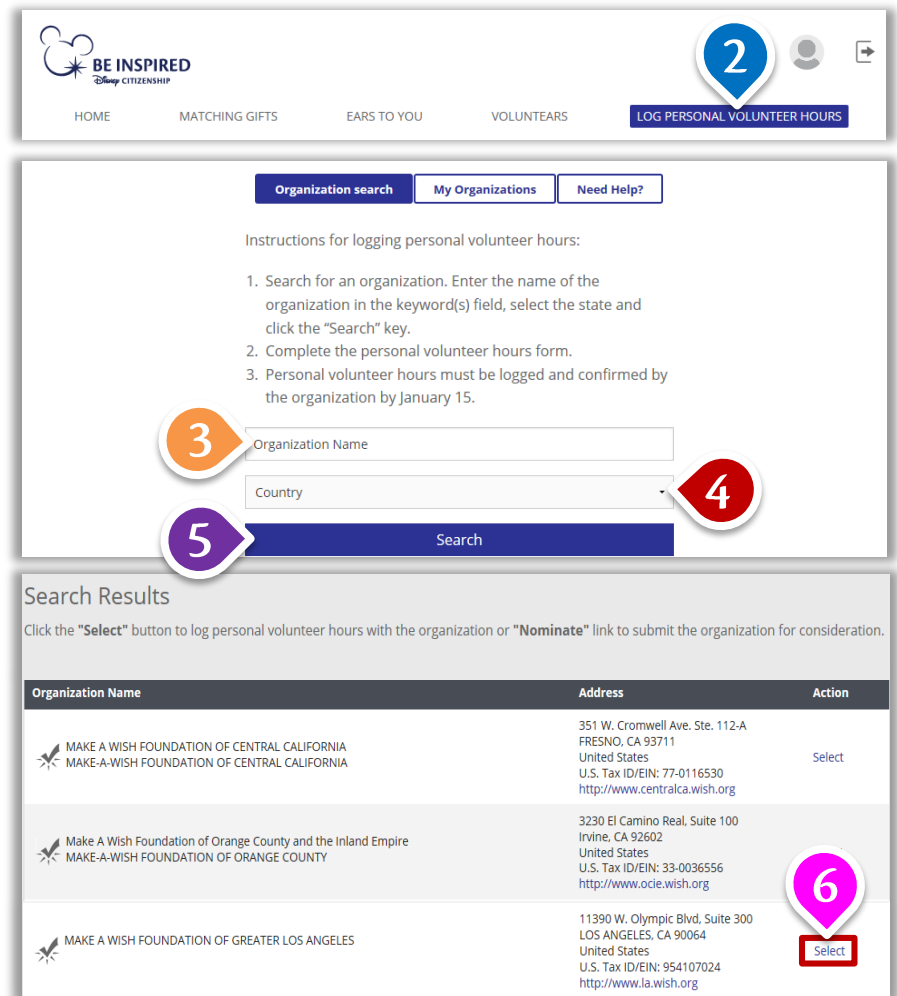


FIND YOUR ORGANIZATION

- 1 Go to DisneyVoluntEARS.com
- 2 Click on the **LOG PERSONAL VOLUNTEER HOURS** tab.
- 3 Enter the **ORGANIZATION NAME** of where you volunteered into the search bar. **Bay Lake Elementary**
- 4 Select the **COUNTRY** and **STATE** (if applicable) where your organization is located. **United States, FL, Windermere**
- 5 Click the **SEARCH** button to proceed.
- 6 Click the **SELECT** button next to your specific organization displayed in the search results.

Note: Organizations with a **NOMINATE** link have yet to be added to the list of eligible VoluntEARS organizations. Click on the link and follow the instructions to complete a nomination. Once the organization has been added, you may log back into Disney VoluntEARS, search for this organization and log your personal volunteer hours.



BE INSPIRED
Disney CITIZENSHIP

HOME MATCHING GIFTS EARS TO YOU VOLUNTEARS LOG PERSONAL VOLUNTEER HOURS

Organization search My Organizations Need Help?

Instructions for logging personal volunteer hours:

1. Search for an organization. Enter the name of the organization in the keyword(s) field, select the state and click the "Search" key.
2. Complete the personal volunteer hours form.
3. Personal volunteer hours must be logged and confirmed by the organization by January 15.






Organization Name

Country

Search

Search Results

Click the "Select" button to log personal volunteer hours with the organization or "Nominate" link to submit the organization for consideration.

Organization Name	Address	Action
 MAKE A WISH FOUNDATION OF CENTRAL CALIFORNIA  MAKE-A-WISH FOUNDATION OF CENTRAL CALIFORNIA	351 W. Cromwell Ave. Ste. 112-A FRESNO, CA 93711 United States U.S. Tax ID/EIN: 77-0116530 http://www.centralca.wish.org	Select
 Make A Wish Foundation of Orange County and the Inland Empire  MAKE-A-WISH FOUNDATION OF ORANGE COUNTY	3230 El Camino Real, Suite 100 Irvine, CA 92602 United States U.S. Tax ID/EIN: 33-0036556 http://www.ocie.wish.org	Select
 MAKE A WISH FOUNDATION OF GREATER LOS ANGELES	11390 W. Olympic Blvd, Suite 300 LOS ANGELES, CA 90064 United States U.S. Tax ID/EIN: 954107024 http://www.la.wish.org	Select

LOG HOURS

- 1 Complete the **PERSONAL HOURS INFORMATION** form.

Description of Volunteer Activity – Provide enough specific information so that the organization can easily verify your hours.

Volunteer Start Date – The date you performed your volunteer service. In general, each volunteer activity for the same organization should be a separate submission unless the organization can verify your total hours for multiple days.

Volunteer End Date – Only needed if your volunteer activity spans for more than a day (i.e., a 3-day camping trip).

Hours Volunteered – Enter whole numbers.

- 2 Click **SAVE AND PROCEED**.
- 3 Click the **SUBMIT** button to continue with the verification of the hours request process.
 - 3a Click the **MAKE A CHANGE** button to edit your logged volunteer hours before submitting.
 - 3b Click the **SAVE ONLY** button to save your logged hours in the **UNSUBMITTED HOURS** tab on the Log Personal Volunteer Hours page for later submission.

Personal Hours Information

MAKE A WISH FOUNDATION OF GREATER LOS ANGELES
 11390 W. Olympic Blvd, Suite 300
 LOS ANGELES, CA 90064
 Telephone Number: 310-788-9474
 Fax Number: 310-785-9474
 E-mail Address: info@la.wish.org
 Website Address: http://www.la.wish.org
 U.S. Tax ID/EIN: 954107024

1

*Description of Volunteer Activity

(2000 character maximum)

*Volunteer Start Date

Volunteer End Date

*Hours Volunteered

Save and Proceed Return to Home Page

2

Volunteer Hours Request for Verification

*Description of Volunteer Activity Volunteer description

*Volunteer Start Date 08/01/2017

Volunteer End Date 08/01/2017

*Hours Volunteered 1

By hitting the "Submit" button and continuing with the verification of hours request process, I understand that I am certifying the hours I have submitted are accurate.

3 3a 3b

Submit Make a Change Save Only

SEND A VOLUNTEER VERIFICATION EMAIL

- 1 After submitting, click the **SUBMIT E-MAIL VERIFICATION REQUEST TO ORGANIZATION** button to request a verification via e-mail.
- 2 Complete the form to generate an email to the organization.
 - **Name** – Your name
 - **Reply-to** – Your email address
 - **Recipient** – The email address of a person within the organization’s domain who can verify your hours. Do not use a personal email address.
 - **Subject Attachments** – Attach a file (i.e., log sheet) the organization might need to verify your hours.
 - **Message Space** – This space is optional and can be used for a personal message.
- 3 Click the **PREVIEW** button.
- 4 Click the **BACK** button if you need to make a correction or click **SEND** when you are ready to send the email.

Email Verification Request to Organization

You must submit the following EMAIL VERIFICATION REQUEST to your organization in order for your hours to be verified.

THIS IS NOT YOUR EARS TO YOU APPLICATION

PLEASE HAVE READY:

1. The email address of the person at the organization who can verify your volunteer hours request.
2. Any supporting documentation or logs you may wish to attach.

Submit Email Verification Request to Organization

*Name: Mickey Mouse

*Reply-To: Mickey.Mouse@disney.com

*Recipient(s): Use "," or ";" to separate recipient emails.
Nancy.Smith@Organization.com

*Subject: Action Required: Please Verify Hours from Disney Employee

Attachments: (None)

Upload File

Message: A Disney employee has recently volunteered with your organization and logged personal service hours requiring verification in the Disney Voluntears Online. In order to complete verification, you must confirm that the personal volunteer hours were performed. Please follow this link, <http://www.cybergrants.com/Disney/VoluntearsVerification>, to begin the process.

Volunteer Name: Mickey Mouse
Gift ID: 12345678
Volunteer Date: 08/01/2017

Important: Volunteer hours not verified within 90 days of this email will be rejected. Please direct any questions regarding this request to Disney Voluntears Program Support at disney.egsupport@cybergrants.com or 1-877-229-1812, Monday through Friday from 8 a.m. to 8 p.m. Eastern Standard Time. Please provide your name and the Gift ID above in reference to any question.

On behalf of the Disney Voluntears Program,

Thank you,
Disney Voluntears

body p

Hi Nancy,

Would you please confirm my volunteer hours that I spent helping with the event on August 1? There is a Disney program that can turn my verified volunteer hours into a \$ grant for the organization that I'm planning on participating this year. :)

Thanks,
Mickey Mouse

Send **Back**

- 5 After clicking the **SEND** button, you will be directed to the **CONFIRMATION PAGE**.
- 6 Click the link in the confirmation message to return to the **Log Personal Volunteer Hours Homepage**.

Note: As a reminder, here is what happens after you submit a request for verification.

1. You will receive an email confirmation that your request was sent to the organization.
2. The Disney VolunteARS Program notifies the organization of request for verification of your volunteer service via email.
3. The organization **MUST** confirm your volunteer hours within 90 days.
4. The organization will receive 3 reminders, one a month for three months. If the organization does not confirm your request for verification within 90 days, the request is rejected.
5. Upon rejection, you may resubmit a request for verification.

We highly recommend that you work closely with the organization to expedite this process.

5

Verification request sent!

TIPS: Notify your organization contact that an email FROM: "do-not-reply@cybergrants.com" with subject: "Action Required: Please Verify Hours from Disney Employee" will be coming their way. If they don't see it, make sure they check their spam folder.

[Click here to return to the Log Personal Volunteer Hours Homepage](#)

*Name: Mickey Mouse
 *Reply-To: Mickey.Mouse@disney.com
 *Recipient(s): Nancy.Smith@disney.com
 *Subject: Action Required: Please Verify Hours from Disney Employee
 Message:

6

A Disney employee has recently volunteered with your organization and logged personal service hours requiring verification in the Disney VolunteARS Online. In order to complete verification, you must confirm that the personal volunteer hours were performed. Please follow this link, <http://www.cybergrants.com/Disney/VolunteARSverification>, to begin the process.

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On behalf of the Disney VolunteARS Program, thank you for your cooperation and support of our program.

Thank you,
 Disney VolunteARS

LOGGED HOURS

- 1 On the **LOG PERSONAL VOLUNTEER HOURS** page, view the **ALL HOURS** tab to view the status of all submitted hours.
- 1a Click on a different **YEAR** to view it's activity.
- 2 Click on the **UNSUBMITTED HOURS** tab to view hours you've logged, but haven't submitted.
- 2a Click **EDIT** to return to a saved verification request and follow the steps on page 2 to save or submit. To delete a saved request, click **DELETE**.

MY ORGANIZATIONS

This tab displays a list the organizations you've used for all Disney programs available.

- 3 From the **LOG PERSONAL VOLUNTEER HOURS** page, go to the **MY ORGANIZATIONS** tab to create a new volunteer hours submission.
- 4 To start your submission, click the radio button next to the applicable organization.
- 5 Click the **CREATE NEW** button. Refer to page 2 for instructions to complete your submission.

Notes:

- To remove an organization from your list click the **REMOVE** icon.
- Verified Hours also includes Disney Project hours that have been confirmed by the Disney Project Leader.



1 All Hours Unsubmitted Hours

STATUS DEFINITIONS

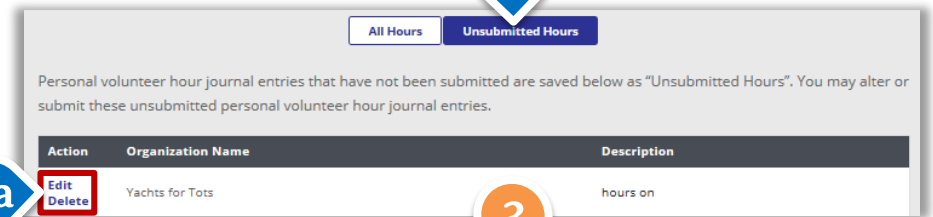
Unverified Hours: Personal volunteer hours that have been submitted for verification and have not yet been confirmed by the Organization.

Verified Hours: Personal volunteer hours that have been confirmed by the Organization.

Rejected: Personal volunteer hours that have been rejected by the Organization.

Display activity for year: 2017 2015 2014 2013 **1a**

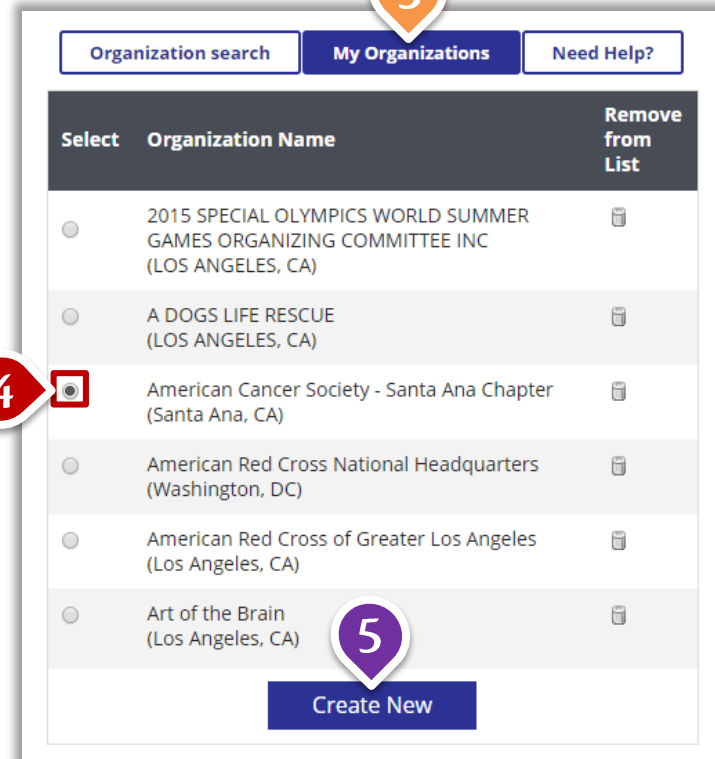
Organization Information	Description	Status
MAKE A WISH FOUNDATION OF GREATER LOS ANGELES	1 hours on 07/18/2017	Unverified Hours



All Hours Unsubmitted Hours **2**

Personal volunteer hour journal entries that have not been submitted are saved below as "Unsubmitted Hours". You may alter or submit these unsubmitted personal volunteer hour journal entries.

Action	Organization Name	Description
2a Edit Delete	Yachts for Tots	hours on



Organization search My Organizations Need Help? **3**

Select	Organization Name	Remove from List
<input type="radio"/>	2015 SPECIAL OLYMPICS WORLD SUMMER GAMES ORGANIZING COMMITTEE INC (LOS ANGELES, CA)	
<input type="radio"/>	A DOGS LIFE RESCUE (LOS ANGELES, CA)	
<input checked="" type="radio"/> 4	American Cancer Society - Santa Ana Chapter (Santa Ana, CA)	
<input type="radio"/>	American Red Cross National Headquarters (Washington, DC)	
<input type="radio"/>	American Red Cross of Greater Los Angeles (Los Angeles, CA)	
<input type="radio"/>	Art of the Brain (Los Angeles, CA)	

5 Create New