

CityServeX Volunteer Resource Coordinator Instructions

Step 9 Logging Extra Hours

1. Click + Add Hours
2. Select the proper site location in the Organization tab
3. Select the Program - if application (ex. Resource Coordination)
4. Fill out What did you do? - Make sure your location is notated
5. Add your Start Date, Start Time, and Duration
6. Click Add
7. A CityServeX Site Leader will approve your hours

POINT Hi

Add Hours

If you sign up for an opportunity on POINT, your hours will automatically be added once you check in. For all other volunteer activity, use this form to add the hours to your account.

CityServeX Nonprofit

General Event **Program**

Program *

Resource Coordination

What did you do? *

Was at Starbucks supporting ____

Start Date * 03/31/2026 Start Time * 02:00 PM (EDT) Duration * 1 45

Month / Day / Year Change Time Zone Hours Minutes

End: 03/31/2026 at 3:45 PM

Add

[Here's more info on logging extra hours.](#)