

## How To Submit Volunteered Time

1) Step 1:

(Option 1) Enter this URL: <https://www.famealexandria.com/forms>

(Option 2) Go to the [famealexandria.com](https://www.famealexandria.com) website, click on the Resources tab and the Forms icon.



3) Click on Submit Volunteer Time icon:



Submit Volunteer Time

4) Enter your info. FAME recommends that you enter email address to save a copy of your submission.

5) See form sample below.



Welcome to the FAME Church, volunteer reporting system.

Event Name: \*

Date: \*  
[Month] [Day] [Year]

First Name: \*

Last Name: \*

Starting Time: \*  
[Choose Time]

Ending Time: \*  
[Choose Time]

Number of Hours: \*  
[Choose #]

Ministry: \*

Coordinator/Supervisor: \*

Email a copy of my submission to  (optional)

\* denotes required field

6) To get a report of volunteered time, send an email to: [famealexandria@gmail.com](mailto:famealexandria@gmail.com) and cc: [mikemcnair@outlook.com](mailto:mikemcnair@outlook.com) and include required reporting information needed.