## **How To Submit Volunteered Time**

1) Step 1:

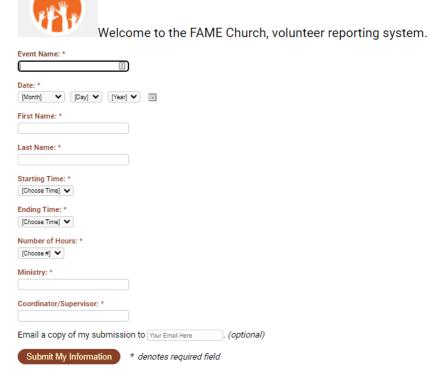
(Option 1) Enter this URL: <a href="https://www.famealexandria.com/forms">https://www.famealexandria.com/forms</a>
(Option 2) Go to the <a href="famealexandria.com">famealexandria.com</a> website, click on the Resources tab and the Forms icon.



3) Click on Submit Volunteer Time icon:



- 4) Enter your info. FAME recommends that you enter email address to save a copy of your submission.
- 5) See form sample below.



6) To get a report of volunteered time, send an email to: <a href="mailto:famealexandria@gmail.com">famealexandria@gmail.com</a> and cc: <a href="mailto:mikemcnair@outlook.com">mikemcnair@outlook.com</a> and include required reporting information needed.