

Hello Foster Volunteer,

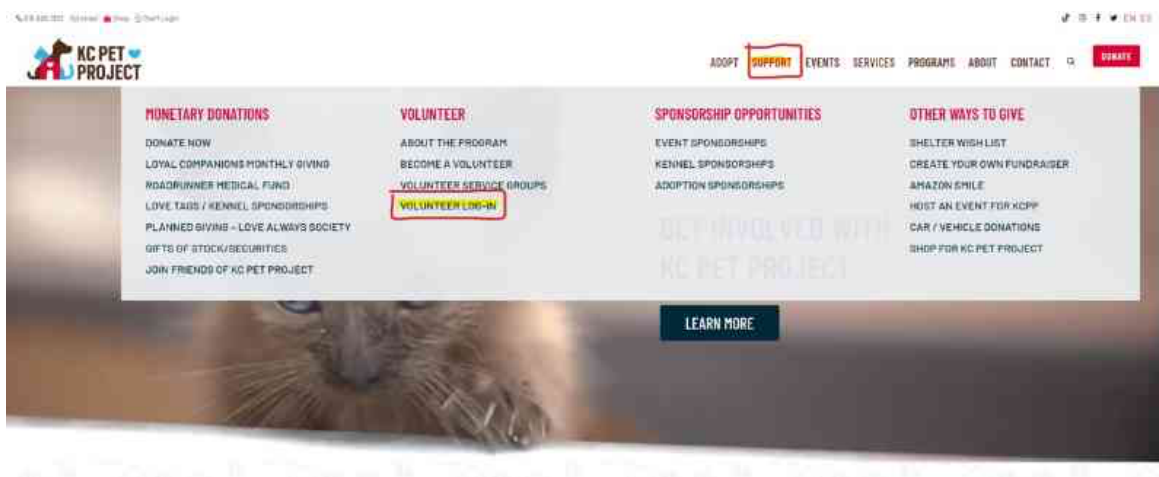
We appreciate you so much in bringing a shelter animal into your home! As you know, that is one of the best things to do for these pets, it helps to ease their anxiety and stress of shelter life and helps us to see their true selves!

We are asking everyone to post their hours when they volunteer with KC Pet Project. It is very important so we can report these hours and apply for grants for the shelter. It helps to maintain the level of care that we currently have for all of the shelter animals. There are several ways to put hours into the database. The first one is signing in and out as you are doing the service. The other one is posting your hours after the fact. You are fostering so we ask that you post your hours daily into the system as long as you have your foster.

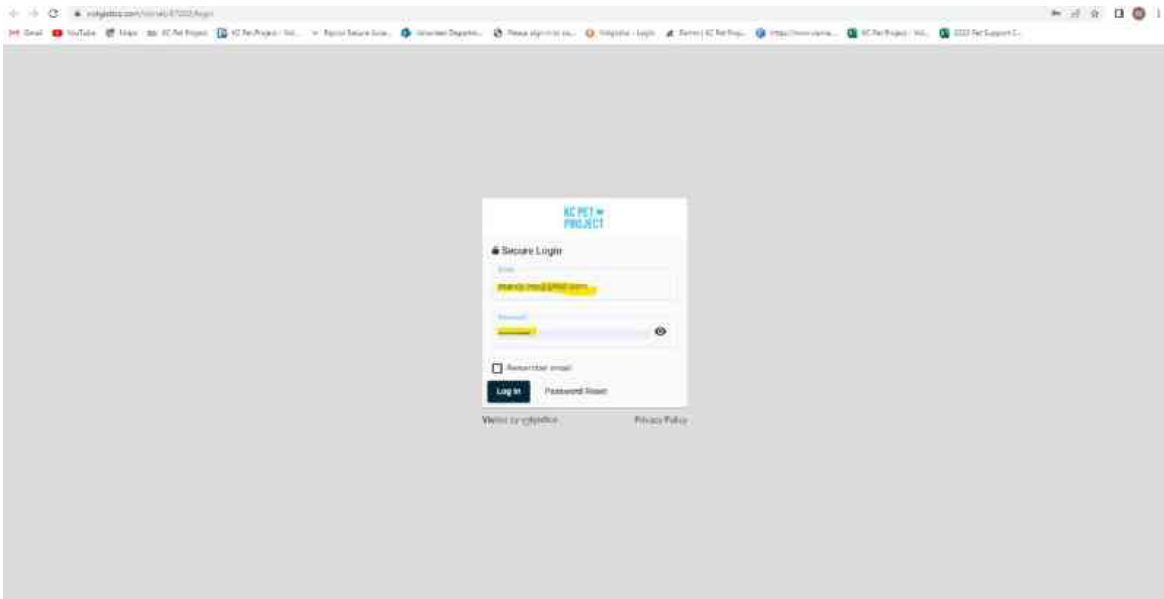
- Fosters who are recording volunteer service hours should submit three (3) hours of service per animal in foster care, with a maximum of ten (10) hours per day.

Here are the following steps on how to post your hours:

1. Go to [kcpetproject.org](http://kcpetproject.org). Hover over **Support** and click on **Volunteer Log-in**



2. Type your **Email** and **Password** in the appropriate fields. Then click **Log In**



3. Click on the clock in the top left-hand corner to record **Service**

A screenshot of the KC Pet Project volunteer dashboard. The top left corner features the KC Pet Project logo and a navigation bar with icons for home, messages, calendar, and a clock. A red arrow points to the clock icon. The top right corner shows the user's name 'Mandy' and a profile icon. The dashboard is divided into several sections: 'KC PET PROJECT NEWS' with a welcome message and contact information; 'READY TO BECOME A NEW VOLUNTEER WITH KC PET PROJECT?' with sign-up instructions; 'UPCOMING EVENTS' listing 'KC Pet Project 5k' and 'Saturday' events; 'Volunteer Facebook Groups' with a list of groups and a Facebook icon; 'Training Resources' with a list of training options and a 'TRAINING RESOURCES' icon; 'Your Assignments' with a list of tasks like 'KCCAC Orientation' and 'GREEN Level - Dog Walking'; 'Volunteer Suggestion Box' with a 'SUGGESTION BOX' icon and a 'Click Here' button; 'Volunteer Opportunities!' with an 'i' icon; and 'Animal Behavior &amp; Enrichment Tools' with a 'Click Here' button.

4. Put in the **Date of Service, Time, Assignments**, and click **Post**

**KC PET PROJECT**

Home Mail Calendar Clock

### Post Service

**Date of Service\***  
3/1/2023

**Time**  
08 : 00 AM to 09 : 00 AM  
1 hour

**Assignment\***

Absences

**Post**

### Totals and Statistics

**Start Date:** Dec 9, 2022  
**YTD Hours** (starting Dec '22): 0:03  
**Total Hours:** 0:03

### Service by Year

Print Export Expand All

2023 0:03 hours served

Please do not hesitate to reach out to the Volunteer Department at [volunteer@kcpetproject.org](mailto:volunteer@kcpetproject.org) with any questions, comments or concerns that you have.

Thank you for everything that you do!!