

HOW TO ACCESS SEATURTLE.ORG WEBSITE & RECORD YOUR VOLUNTEER HOURS & MILEAGE

Go to www.seaturtle.org

If you do not already have an account setup, you must first click on **Sign-Up** at the top of the page. There you will see **Create New Account**. Enter your **Last Name** and **Email Address** and click **Search**. If your name does not appear in the list, click **Create a New Account**. A blank form will appear where you will need to enter your correct information. Your **Institution of Affiliation** is **Sunset Beach Turtle Watch** and the **URL** is **www.sunsetbeachturtles.org**. Click on Add Record at the bottom of the page.

Once you have created an account, return to the home page click on **Sign-In**, enter your email and password and click the **Sign In** button

At the top of the page, click on **Resources**. Scroll down the menu and select the last choice **Volunteer Log**. This will bring you to the Sea Turtle Volunteer Database showing a graph. Below the graph click on **Volunteer Time Entry Form**. You can enter your data, using total hours and miles for **One Day** or **Multiple Days**.



Sea Turtle Volunteer Database

Volunteer Time Entry Form

Name: Candy Fowler	
Home Address: 1318 Forest Creek Road Sunset Beach, NC 28568	
Activity State:	NC
Activity Beach:	Sunset Beach plus Bird Island
Activity County:	Franklin
I am reporting volunteer time for: ☐ One Day ☒ Multiple Days	
Start Date:	2018-08-01
End Date:	2018-08-31
Activity:	Next Survey/Inventory
Hours:	10
Miles:	
• Enter total hours you worked with project activity, including training. • Enter miles driven to and from the location (not survey miles).	
Comments: Website, Facebook, Next Log, etc:	
☒ Certification of Accuracy: I hereby certify that the foregoing information is correct to the best of my knowledge and represents a true and accurate record of my volunteer participation.	
Submit	

To keep track of your daily hours/miles, you can download a **Monthly Volunteer Report** form located at:

www.sunsetbeachturtles.org/volunteers.html



RETURN FORMS TO:
 Matthew Godfrey
 Sea Turtle Biologist
 NC Wildlife Resources Commission
 1507 Ann St.
 Beaufort NC 28516
matt.godfrey@ncwildlife.org

In-Kind Matching Services for Nongame and Endangered Wildlife Projects

N.C. Wildlife Resources Commission, Division of Wildlife Management

Nongame and Endangered Wildlife Program

This information is needed to ensure that we continue to qualify for and receive funding for our nongame and endangered wildlife projects. Please fill in the following information and sign your name. Enter the number of **HOURS** you assisted with the project activity, the number of **MILES** you drove to and from the location, and the cost of any **MEALS** you paid for during the project activity. If you spent money on materials for the activity, enter the amount under **EXPENSES** and attach a receipt or an explanation. **Thank you for your interest and support of the North Carolina Nongame and Endangered Wildlife Program.**

Name (Please Print - Last, First, MI)		Social Security No.			
Date	Volunteer Activity	Hours	Miles	Meals	Expenses
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
PLEASE CHECK ONE ACTIVITY BLOCK	SEA TURTLES	Totals			
	PEREGRINE FALCONS			Hours	Miles
	OTHER: _____			Meals	Expenses
SUBMIT REPORTS MONTHLY					

Certification of Accuracy: I hereby certify that the foregoing information is correct to the best of my knowledge and represents a true and accurate record to my volunteer participation.

Volunteer's Signature	Date
NCWRC USE ONLY	

At the end of each month enter that data to your account at www.seaturtle.org. (Once you have created an account the info you have stored should come up each time you **Sign In.**)

There is a wealth of information available on both www.seaturtle.org and www.sunsetbeachturtles.org. We highly suggest you bookmark these sites for a quick access on a regular basis.