



## SCDNR Sea Turtle Program Request for Volunteer Time Documentation

As our state government budgets continue to tighten, it becomes necessary to seek other sources of funding through federal grants. This year, we were lucky in that we have secured outside funding to partially support our program. Grants from the federal government require that the state provide match dollars to the grant. Volunteer time can be used as in-kind match for our federal grant. We are asking that you help us with this by recording your extremely valuable volunteer time. To make this volunteer time documentation as efficient as possible, we have developed an online web page through SEATURTLE.ORG to capture your invaluable time. Your assistance with this effort is greatly appreciated!

**Step One** - Register with SEATURTLE.ORG. This is very simple and will only take about 5-10 minutes to complete.

1. Go to <http://www.seaturtle.org/users/check.shtml>
2. Enter your last name and email address
3. On the next page, click "continue with new account"
4. Enter your name, email address, password, phone number and mailing address
5. Click "add record"

**Step Two** – Begin recording your volunteer time

The volunteer time entry form is a quick and easy way to document the hours that you have spent on project activities. You are not required to enter your time on a daily basis unless you choose to do so. The hours that you have spent assisting with sea turtle project activities can be summed and documented in one entry for any time span. We ask that you document your time at least one time each month. To document volunteer time:

1. Go to <http://www.seaturtle.org/volunteer/>
2. Click on "Volunteer Time Entry Form" in the center of the page
3. Your name and address will be automatically filled out from your seaturtle.org account information
4. Select your state and beach (county will be automatically selected based on the beach you choose).
5. Select whether you are reporting volunteer time for one day or multiple days, and then select the date or range of dates
6. Select your activity (nest surveys/inventories, strandings or night-time nest monitoring)
7. Enter the total hours spent performing the project activity and the miles driven to and from the location (not including survey miles).
8. Click the certification of accuracy box. This serves as an electronic signature certifying that the information you entered is accurate and true
9. Once all of the information is entered, you can click "submit"
10. After your data has been entered you will be taken to a page that allows you to view all of your volunteer hours. If you've made any mistakes, you can delete and re-enter the record by clicking on the trashcan on the right side of the table

If you have any problems with this, please do not hesitate to contact us at [seaturtles@dnr.sc.gov](mailto:seaturtles@dnr.sc.gov).

Thank you again for helping us with this!