

## **Reporting Your DAR Service to America Hours**

*Step by Step Instructions*

*Thank You for Serving our Community!*

### **1. Open the Service to America Online Tally:**

- Enter [dar.org](http://dar.org) into your web browser, click on [Members](#), enter your state, chapter and DAR number as prompted, click on [Service to America Online Tally](#) in the 'Frequently Visited' sidebar
- Alternatively, enter [members.dar.org/onlinetally](http://members.dar.org/onlinetally) into your web browser on your computer or smart phone.

### **2. Enter Your Member Information:**

- **State:** Select "Minnesota" from drop down menu.
- **Chapter:** Select "Lake Minnetonka" from drop down menu.
- **DAR Number:** Enter your personal DAR membership number.
- **Go:** Click on the green "Go" button.

### **3. Enter Your Volunteer Service Hours for Your First Activity:**

- **Description:** Click on "Description" box and enter a short 3-5 word title of your first service activity.
- **Date:** Click on "Date" box and a calendar will pop up; choose the date of your service activity by selecting the date on the calendar. **NOTE: If your volunteer service spans several dates, you can enter a number for the activity as a weekly/monthly/quarterly sub-total.**
- **Who Participated:** Click on "Me" if you are reporting your own volunteer service.
- **Total Hours:** Click into the "Hours" box and use the arrows to enter the total number of hours you served in this activity.
- **Mission Areas:** Click on all the boxes that describe your service activity from among the DAR's focus areas of Historic Preservation, Education, Patriotism, and/or DAR Work. Please skip this section if none of these apply to your service activity.
- **Categories:** Click on all the boxes that describe your service activity. If none of these categories adequately describe your work, click on the "Other" box and enter your own category.
- **Optional Narrative:** Click on this box to share a more detailed description of your service activity.

### **4. Save Your Service Hours Reporting:**

- **Save:** Click on the green "Save Activity" button at the bottom of your screen.

### **5. Repeat for Your Other Service Activities:**

- **Same Service Activity:** To record additional hours for the same service activity for a different date, click on the "Duplicate for Another Date" button with the Green +. This will take you back to the screen with your past information for that activity and you can simply change the date, update the hours if necessary, and click "Save Activity."
- **New Service Activity:** Click on the "Click Here" link at the top of your saved activity screen to repeat steps 3 & 4 to enter the information for your new service activity.

### **6. Optional Pictures:**

- To share pictures of your service activity, email them to [lakemtkadar@gmail.com](mailto:lakemtkadar@gmail.com)

#### ***What types of volunteer activities count toward DAR Service to America?***

- "Meaningful Community Service" that benefits people in our communities beyond the DAR and our own family members.
- Service that counts: Non-profit organizations, churches, schools, DAR work, community groups.
- Service that doesn't count: Political campaign work, DAR meeting attendance, drive time to/from volunteer activities, assistance provided to family members.