

**To log your volunteer hours, you can use “My Membership Record” on Moose International’s website by following these instructions. You may also use the “Moose Membership” Mobile App to log your hours.**

**(1)** Go to [www.mooseintl.org](http://www.mooseintl.org).

**(2)** On the homepage, scroll down to the bottom and click on “My Membership Record” under Resources on the right:



**(3)** Register or enter your user name and password and click “Sign In” to log in.

New Users	Returning Users
<p>As a first time user, you will need to set up a user profile before you can manage your member information online. This is a one time process.</p> <p><a href="#">Register Your Moose ID</a></p>	<p>User Name: <input type="text"/> <a href="#">Forgot User Name</a></p> <p>Password: <input type="password"/> <a href="#">Forgot Password</a></p> <p><a href="#">Sign In</a></p>

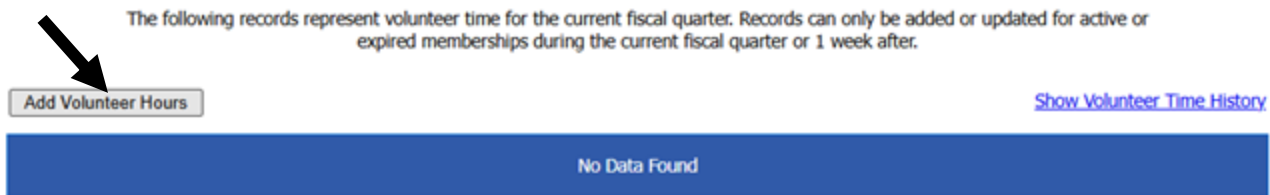
**(4)** Once logged in, click on “Volunteer Time” at the top:

Member ID:  
Member Name:

**MOOSE REWARDS**

FRU Type	FRU Number	FRU Name	Status	
LODGE	2655	Mooseheart	Active	<a href="#">Select</a>
LEGION	9	Mecca	Active	<a href="#">Select</a>

(5) Then, click on "Add Volunteer Hours":



The following records represent volunteer time for the current fiscal quarter. Records can only be added or updated for active or expired memberships during the current fiscal quarter or 1 week after.

[Add Volunteer Hours](#) [Show Volunteer Time History](#)

No Data Found

(6) For each volunteer activity you perform, you fill out the box that pops-up and click "Save" once finished:



**Volunteer Activity Details**

**Lodge:** Mooseheart, Illinois - 2655 ▼

**Volunteer Date:**  

**Volunteer Hours:** 0 ▼

**Activity Type:**  ▼

**Description of Activity:**

(250/250):

[Save](#) [Cancel](#)

**Lodge:** The lodge you performed the volunteer activity on behalf of.

**Volunteer Date:** The date you performed the volunteer activity.

**Volunteer Hours:** The number of hours you actually performed the volunteer activity for.

**Activity Type:** The type of volunteer activity you performed. There are two types:

- a) "Moose-initiated Heart of the Community Activity" (these hours will appear on your lodge's Quarterly Volunteer Report)
- b) "Lodge Volunteer Activity" (these hours will appear on your lodge's Monthly Volunteer Report)

**Description of Activity:** A short description of the volunteer activity you performed.

If you have any questions, please contact the Membership Department at 630-966-2257 or [bschimek@mooseintl.org](mailto:bschimek@mooseintl.org).