How to log volunteer hours in CERVIS

Option 1

This e-mail is to confirm that you have successfully registered for the event listed below. If you have any questions about this event or if you need to cancel your registration, please contact the event organizer using the contact information provided at the bottom of this message.

Thank you for your support of our programs.

Event Name: TEST EVENT

Event Date: Fri, Oct 7, 2022 - Mon, Oct 7, 2024

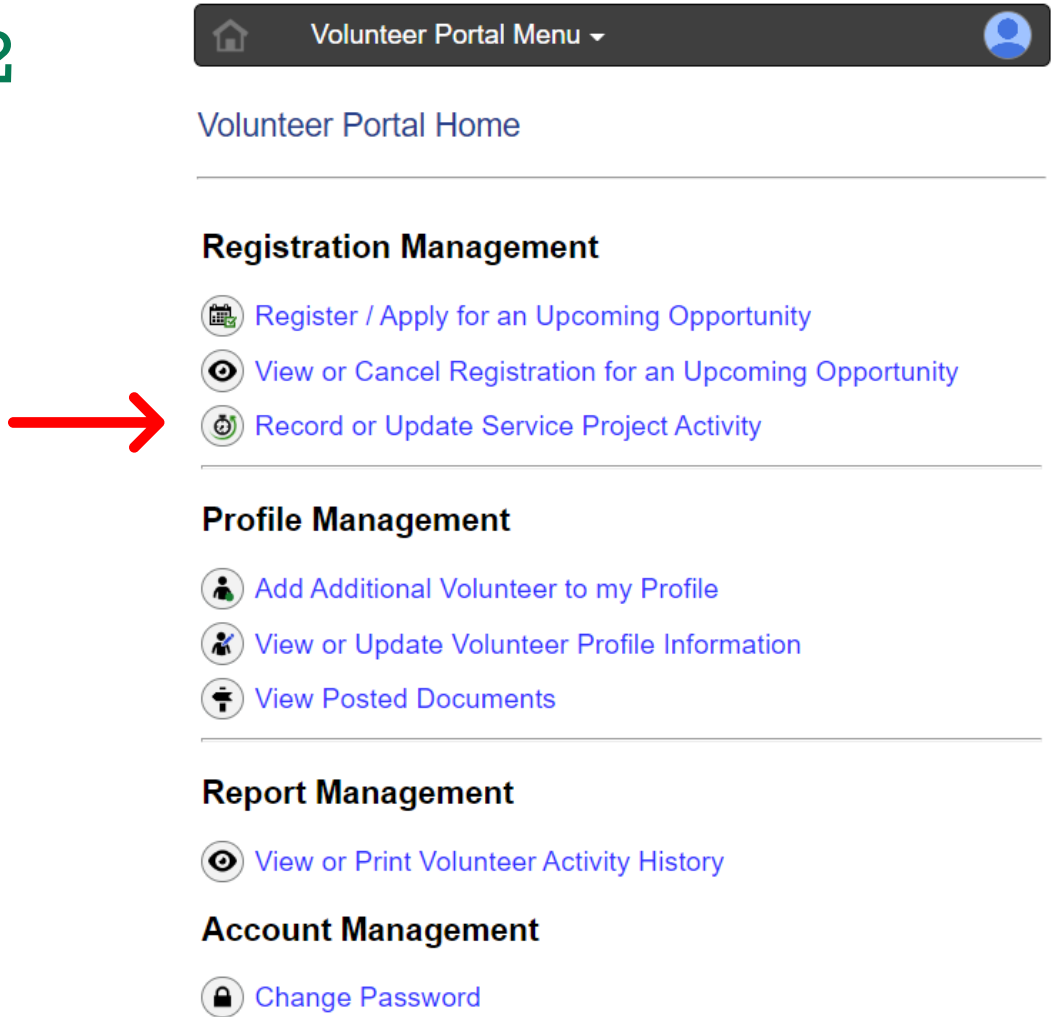
Meeting Location:
Natural Resources Building

Log Service Project Activity:
To log service project activity/hours, choose one of the options below:

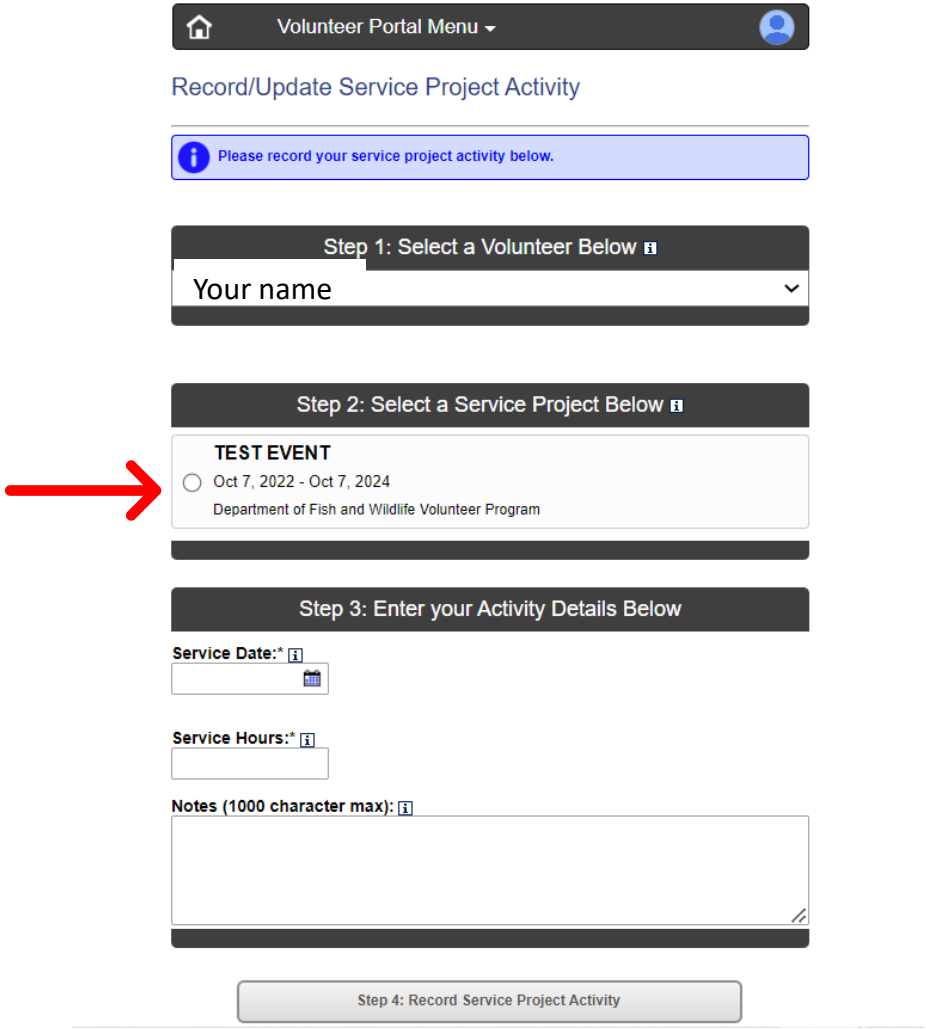
1. Log in to your Department of Fish and Wildlife Volunteer Program CERVIS account.
2. Click on the "Record/Update Service Project Activity" link under the "Service Project Management" section.
---OR---
1. Use the following link:
Log Service Project Activity

- Open email with event registration confirmation
- Click “Log Service Project Activity” link

Option 2



- Go to wdfw.wa.gov/get-involved/volunteer and log into CERVIS
- From Volunteer Portal Menu select "Record or Update Service Project Activity"



- Select project name
- Click on calendar to provide service date
- Add service hours
- Click on “Step 4: Record Service Project Activity” to submit

If you need assistance logging your volunteer hours in CERVIS, please contact the volunteer coordinator at

volunteerDFW@dfw.wa.gov
or
360-902-2256