

# How to Track Volunteer Time

1. Click-on "**My Impact**" in the navigation bar and scroll down
2. Here you can track your volunteer hours using the "**Add Hours**" link.

STORIES EVENTS FAQ 

 Scarlett **MY IMPACT**

Do you volunteer outside of Sonos? Report your hours here to more accurately track your impact.

ADD HOURS >

To track your volunteer time, you'll need to:

1. Select Charity (It is best to have the TAX ID # from the charity. This is a 9 digit number that you can request from the charity, or you may find it on their website.)
2. Enter the number of hours you volunteered
3. Enter the date of your volunteer time
4. Enter a description of the event
5. After completing the form, click "**Submit**"

## Log Offline Volunteering

1 SELECT CHARITY >

MAKE-A-WISH FOUNDATION OF AMERICA  
PHOENIX, AZ

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3 2017-12-20 

4 Help set up booths and registration for the Walk for Wishes.

5 SUBMIT >