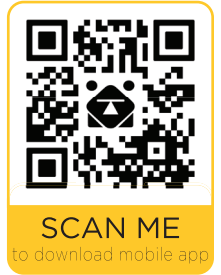
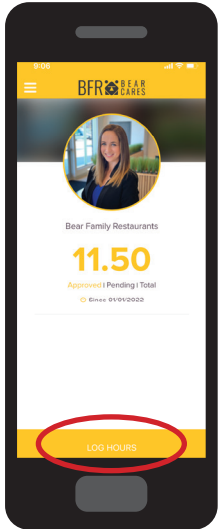


Introducing a new tracking program for Bear Family Restaurants volunteer hours!

You can start logging hours as soon as you have your account created. Starting November 1, 2022, all hours are required to be logged through this app to count towards your total for our volunteer program.

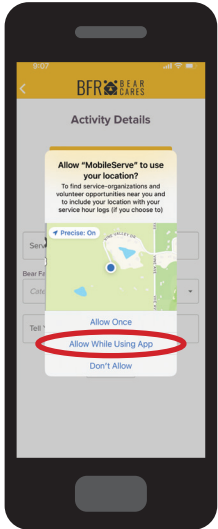


## LOG VOLUNTEER HOURS



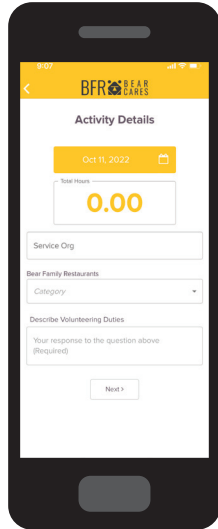
Log Hours from Home Screen

- Date
- Total Hours
- Service Organization

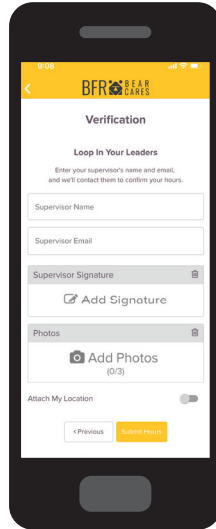


Allow Location

- Category (can not use "DO NOT USE - Past Hours")
- Describe Duties



Enter Required Fields



Verification List your Supervisor at the Service Org, if you have one.

See auto approval specifications.\*

### SERVICE ORGANIZATION

The service organization that you volunteer for must be approved by BFR for the hours to count towards your total for the program. Some organizations will auto-populate in this area when you type. If you are unsure if we have approved an organization, please reach out to the BFR contact listed below.

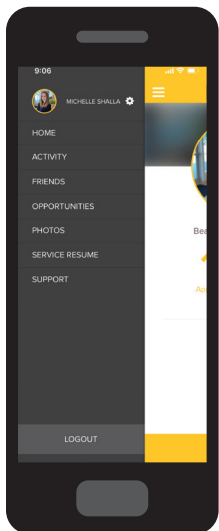
**\*FOR YOUR HOURS TO BE AUTOMATICALLY APPROVED:**  
Add Photo + Attach My Location

All other hours will need to be verified by BFR in order to get approved.

### NOTIFICATIONS

Be sure to have "Notifications" turned on for the app and "email notifications" in the settings for your account to receive event invitations and reminders.

Volunteer event notifications will no longer be sent directly from BFR to your email after 10/31/22.



## OTHER FEATURES

**Settings** : Change any account settings, including profile picture, email address, and shirt size.

**Activity** : See your hours logged, their status\*, and your progress towards the BFR 40 hour goal. If you would like to set a larger goal for yourself, please let the BFR contact listed below know and your personal goal will get updated .

**Friends** : Connect with your BFR Friends and view a leader board!

**Opportunities** : "Schedule" - See volunteering events that are already scheduled that you can sign up for. "Invitations" - Events you've been invited to from BFR. "Discover" - Organizations that BFR has pre-approved.

**Photos** : See all photos that you've submitted with your hours.

**Service Resume** : Search all hours by category and date. (Note, all hours previous to 10/1/22 were already submitted as "Past Hours" and can not be recategorized.)

**Support** : Instant chat with a MobileServe customer service representative to get help with the app.