HOW TO REGISTER FOR A PENCIL ME IN ACCOUNT

- Navigate to: www.PENCILMeIn615.org/
  - Please note: if you used PENCIL Me In during the 2018-19 school year, you do not need to re-register with the new system. Skip to the section below on Logging Volunteer Hours.
- Click or tap ‘Register Now’.
- Enter the requested information noting the following:
  - Enter the email address you use when corresponding with your school/PENCIL.
  - If your company is not listed, send an email to Todd Chappel at tchappel@pencil615.org
  - Your hourly rate should reflect the amount closest to your current occupation.
- Click or tap ‘Submit’ and you are now able to begin logging hours.
  - Instructions on how to do so are below.

HOW TO LOG VOLUNTEER HOURS

- Navigate to: www.PENCILMeIn615.org/ and click or tap ‘Log Volunteer Hours’.
- Your name, email, and organization should already be pre-filled.
- Enter the date of your partnership work and then select your activity, the school you served, and academy (if applicable).
- Enter the hours you worked.
  - We consider volunteer hours to not only be the time spent with students but also any planning, driving, or other preparation activities. Please factor this in to the total number of hours served.
- If you have comments about your volunteer experience, please let us know in the space provided.
- Enter any in-kind donations and the value if applicable.
  - In-kind refers to tangible items like food, clothes, supplies, equipment, etc.
- Click ‘Submit’ when finished and thank you for your support of Metro Nashville Public Schools!

For any issues or if you have questions, contact Todd Chappel at tchappel@pencil615.org