**Portal Suggestions**

1. **Go to *MY PLACEMENTS.* This will give you some descriptions of chapter approved activities and help you find the best code to use for recording.**
2. **In *MY PLACEMENTS*- you can delete opportunities that you do not *ever* intend to use.**
3. **Do not use *MY REFERRALS.* Contact Judy Brupbacher** [**judybrupbacher@hotmail.com**](mailto:judybrupbacher@hotmail.com) **as usual to add AT or VH opportunities. You will fill out form on the website.**
4. **Be sure to fill in the description box on the Record My Hours page. Keep it simple, but tell what you did and the location. You may not use: same as yesterday, ditto, or such wording. Auditors will not accept those types of statements.**

**New Guidelines**

1. **All chapter meetings will now count as 1 hour VH (plus travel) and 1 hour for AT.**
2. **Travel time rule has changed. *Can now count all travel time as long as it does not exceed the amount of time spent performing the actual volunteer opportunity.***
3. **AT revision: Real time webinars will be counted as long as the content is pertinent to Texas MN topics. Archived webinars will not be permitted. Of the 8 hours of AT required yearly, only 4 hours can be webinars.**
4. **Online training must be interactive, with some component of a teacher/student interface: real-time webinars; quizzes; contact between student and instructor.**