



## HOW TO REPORT MONTHLY HOURS USING THE CERT SAN DIEGO CHAIN OF COMMAND

CERT-sponsored CD takes place.  
Sam the CERT attends the training

Sam must write down DATE,  
HOURS, NAME of TRAINING,  
and send it to his TEAM LEADER  
asap. This can be done via email or  
if necessary, a phone call

Sam's Team Leader receives an email  
from Sam and checks the information  
for accuracy.

The TEAM LEADER must  
input this information in the  
"VOLUNTEER HOURS  
TRACKING FORM".

On the last or next to last day of the  
month, the TEAM LEADER sends  
the "VOLUNTEER HOURS  
TRACKING FORM" to his/her  
BATTALION LIAISON.

The BATTALION LIAISON,  
check the information for  
accuracy and combines all of the  
MONTHLY HOURS REPORTS  
from their TEAM LEADERS into  
a SINGLE EXCEL doc.

On the 5<sup>th</sup> (or earlier) of each month, the BATTALION LIAISON will mail  
the SINGLE EXCEL DOCUMENT to the CERT PROGRAM OFFICE