



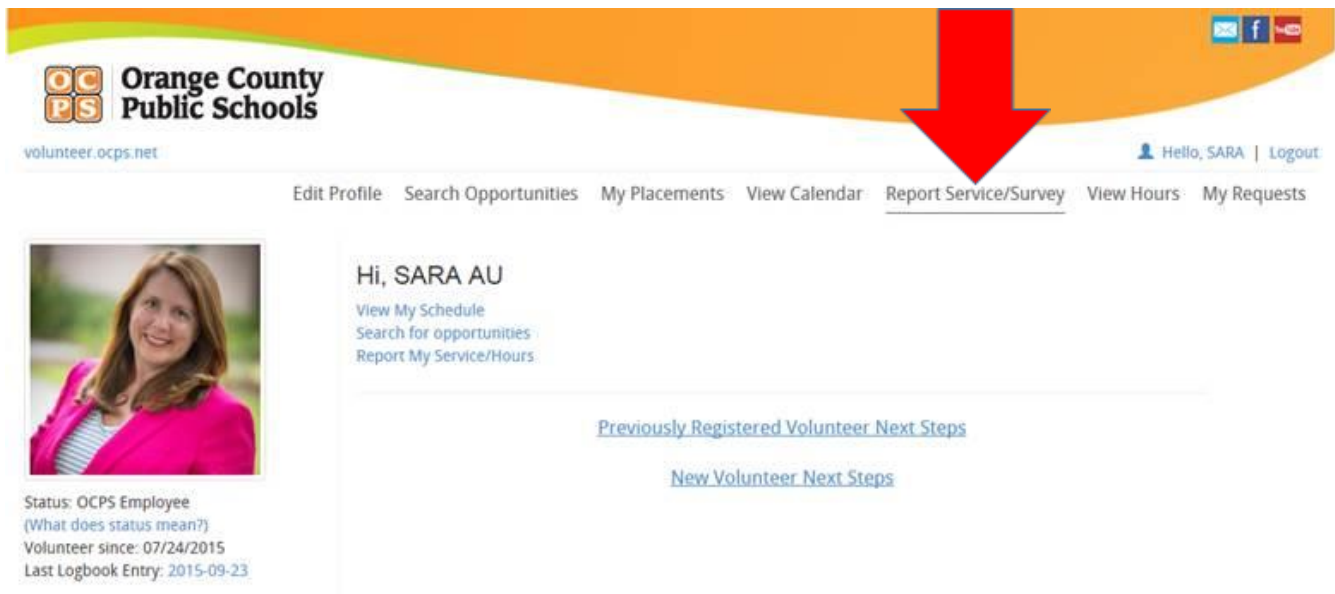
Thank you for partnering with one or more of our Orange County Public Schools this year! We appreciate your involvement and support.

In an effort to ensure OCPS is aware of all you are doing for the schools you are partnered with, so that we can recognize you properly, we ask that you report your service – the value of the hours, in-kind and/or financial service to our schools. This is done through our new online system, from right in your account's dashboard.

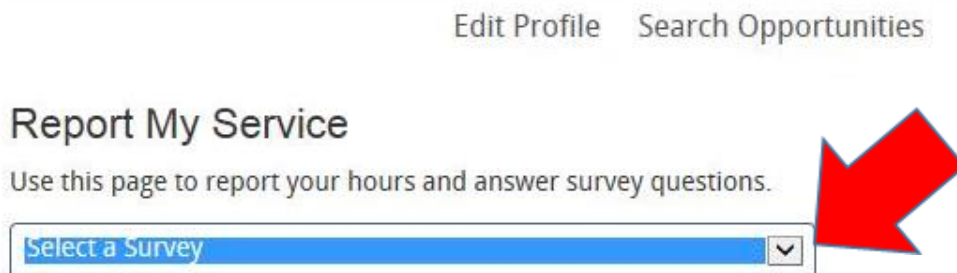
Reporting your service should be done after each event or activity, but can also be a cumulative reporting at any point through the school year.

Below are directions for you on how to do your reporting:

1. Login to your account at [ocps.samaritan.com](http://ocps.samaritan.com) using the UserID and password that you chose when you registered.
2. Click Report Service/Survey link at the top of your dashboard. It looks like this:



3. Use the drop down menu to select which Opportunity (of all the ones you are placed in) you want to report.



4. Then fill out the survey with the appropriate information. Please know that we don't mean to make this difficult and so you don't need to conduct an audit of hours or dollars, but as close an approximation of what you think is correct will work perfectly for our purposes. Especially when it comes to hours, we know it's not an exact science, so do your best to estimate.

## Report My Service

Use this page to report your hours and answer survey questions.

STEM Field Trip to Orlando Science Center, sponsored by Duke



**Partners  
IN EDUCATION**

Connecting Individuals & Businesses with Schools

Thank you for participating in a Partners in Education opportunity.

Please fill out this short form to help us properly account for your partnership:

Start Date:	<input type="text" value="01/13/2016"/>
End Date:	<input type="text" value="01/13/2016"/>
Description of services contributed during this opportunity:	<input type="text"/>
How many hours did you serve (if applicable)?	<input type="text"/>
Description of any "In Kind" contributions (if applicable):	<input type="text"/>
Value of "In Kind" contributions (if applicable):	<input type="text"/>
Value of Monetary contributions (if applicable):	<input type="text"/>

You can fill these surveys out more than once throughout the school year, as needed for you to easily and accurately report your service/support to OCPS schools.

Businesses like yours that support our schools by filling a need are so important in our community today. As Benjamin Franklin once said, *"An investment in knowledge always pays the best interest."* The investments that you have made in our schools, students and staff are making a huge difference!