

**Bank of America:**

1. On Essential links page, Find Submit volunteer hours
2. Click ' I accept' on next page
3. Search ' Chinese Academy INC.' with location info, then select CHINESE ACADEMY INC.
4. Input Volunteer start date, volunteer end data and hours volunteered and all other information then click 'save and proceed' and submit.
5. Then you will see the message if you volunteer hours exceed 50. " Congratulations! you've recorded enough volunteer hours to earn a volunteer grant! Selection one of the organizations below to receive a \$500 grant in recognition of your volunteer service. Teammates may earn and direct up to two \$500 volunteer grants in a calendar year, for a total of \$1000."
6. Select CCA and donate. THANK YOU!