

# Track Your Community Service Hours

This document provides information on how both Student Organization Leaders and Individual Students can record their community service hours.

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## Instructions for Student Organization Leaders

You can not only record your individual community service hours, but you can also record and approve the community service hours of members of your organization.

### ***Record organization members' community service hours***

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1. Log in to [getconnected.gmu.edu](http://getconnected.gmu.edu)
2. Go to your organization's page
3. Go to Service Hours on the left side of the page
4. Click "Manage Service Hours" on the under Service Hours on the left side of the page
5. Click on "Add Service Hours"
6. Enter the following information:
  - a. Name of the person to receive the service hours (a drop-down menu will appear when characters have been typed)
  - b. Date when service hours took place
  - c. A brief description of the event/service
  - d. The number of hours (in 1:30 format)
  - e. Contact information for the service agency
7. Click "Create"

*\*\* Each member's hours must be submitted individually. \*\**

*\*\* Members must be on your group's roster for their hours to be processed. \*\**

### ***Approve organization members' community service hours***

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*From the "Manage Service Hours" option on your organization's page:*

1. On the Pending tab in the lower module, you will see the member's name, date, description of service event, and duration of service.
2. Click "Approve" or "Deny" on the far right of the person based on the appropriate action.
  - a. Confirm approval action, or
  - b. Add in an administrator message as to why the hours were denied, and click "Deny" again

### ***Generate reports of your organization's community service hours***

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*From the "Manage Service Hours" option on your organization's page:*

1. Go to the "Reporting" tab in the lower module.
2. Adjust the date range (Week, Month, Three Months, or Custom)
3. Service Hours Summary will update based on date range you selected

## Instructions for Individual students

### Record your personal community service hours

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1. Log in to [getconnected.gmu.edu](http://getconnected.gmu.edu)
2. Go to the My Involvement tab at the top of the page.
3. Select "Service Hours" from the drop down menu  
*\*\* Your previously submitted service hours will display in the summary information at the top of this page. \*\**
4. Click on "Add Service Hours"
5. Enter the following information:
  - a. Select the organization from the drop-down menu you wish to associate service hours with.
  - b. Enter the date the service hours took place
  - c. A brief description of the event/service
  - d. The number of hours (in 1:30 format)
  - e. Contact information for the service agency
6. Click "Create".  
*\*\* All service hours entries must be approved by an organization officer or campus administrator. \*\**