


Track Your Community Service Hours

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

Instructions for Student Organization Leaders

Record organization members' community service hours

1. Log in to getconnected.gmu.edu
2. Go to your organization's page
3. Click "Manage Organization" on the right side of the page
4. Open the Organization Menu on the left side of the page ( Student Involvement)
5. Click "Service Hours" on Organization Menu
6. Click on "Add Service Hours" on the right side of the page
7. Type 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. A brief description of the service performed
 - c. Date when service hours took place
 - d. The number of hours and minutes of service
 - e. Contact information for the service agency
8. 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

Follow steps 1 – 5 for recording organizations members' community service hours (above)

6. In the Pending tab in the lower module, you will see the member's name, date, description of service event, and duration of service.
7. 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

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

1. Log in to getconnected.gmu.edu
2. Open your User Drawer on top right of the page ( , circle will be your 1st initial or image you uploaded)
3. Select “Service Hours” from the menu

*** Any previously submitted service hours will display in the summary information at the top of this page. ***

4. Click on “Add Service Hours” on the right side of the page
5. Enter the following information:
 - a. Select the organization from the drop-down menu you wish to associate service hours with.
 - b. A brief description of the service performed
 - c. Enter the date the service hours took place
 - d. The number of hours and minutes of service
 - e. Contact information for the service agency
6. Click “Create”.

*** All service hours entries must be approved by an organization officer or campus administrator. ***

Resources

CampusLabs Support

- Submitting Service Hours: <https://engagesupport.campuslabs.com/hc/en-us/articles/204032924-Submitting-Service-Hours>
- Approving Service Hours: <https://engagesupport.campuslabs.com/hc/en-us/articles/204032944-Approving-Service-Hours>
- Reporting and Tracking Service Hours: <https://engagesupport.campuslabs.com/hc/en-us/articles/204032964-Reporting-and-Tracking-Service-Hours>