**Option 2 – How to earn SL hours in the Community**

Completing an opportunity on your own in the community. An approval form for the same opportunity will last you your entire high school career!

**FIRST** you must complete & submit a typed SL Approval form via the web link on the SW SL page. Go to students, service learning, service-learning approval form. **SECOND** you MUST wait until you receive an email back from Mrs. Whitestone letting you know if the opportunity has been approved or denied. If the opportunity is APPROVED, then you can continue with the **THIRD** step, which is to enter hours into x2VOL. Go to add hours, under the Personal Projects section, click Create New to put your hours in for this opportunity. The following are tips to complete the form correctly for its approval:

* The Agency name should match what was on your SL Approval form you submitted to Mrs. Whitestone
* Project Description should include a description AND all of the dates you worked for this entry (for example, one submission on x2VOL can and should include the hours for an entire month of your time)
* Activity Contact Name: Put in the name that you had on your SL Approval form. Make sure you have the correct email AND contact that person ahead of time so that they will know that they must VERIFY your hours through the email they will receive as soon as you submit the entry! Mrs. Whitestone cannot approve your hours until they have been verified.
* After a few days, make sure your contact person verified your hours. Hours that sit for more than 30 days waiting for verification will be DENIED.

