

HOW TO SUBMIT HOURS

[Or register if you have not yet----> [REGISTRATION](#)]

- **GO TO:** www.x2vol.com & **LOG IN:** right corner or gray colored drop down menu
- **CLICK:** “Add Hours”, then “Create New” under personal projects
- **FILL SUBMISSION FORM AND ATTACH VERIFICATION, DETAILS:**
 1. Agency or Organization Name: **where you did the work**
 2. Project Description: **what you did**
 3. **MUST click on “Attach File”** and take a photo of the verification form
(*You must have this attached for your hours to be verified*)
 4. Activity Contact: **Person verifying your hours**
**** supervising person’s name & **direct contact email address**
 5. Claim Hours: **Last date of service; & Total Hours**
(MULTIPLE DAYS: input date range and daily hours under “reflection”)
 6. Apply Hours to **“SHED Service” or “Support Service”**
(*mixed hours in one service must be reported individually but can have the same verification form as attachment*)
 7. Select that you **acknowledge** that you are always held accountable to the ARHS honor code for honesty on your hours and submission.
 8. Click **Submit** (*Wait for a pop up acknowledging your submission*)

Any issues can be addressed in Campus Ministry during Munch, Lunch, after school or via email to Mr. Magnaye: Lmagnaye@riordanhs.org.

More info online www.riordanhs.org > [Community](#) > [Campus Ministry](#)

- [Service Hour Requirements and agency suggestions](#)
- [Verification Form](#)
- [Service Opportunity LIVE Document](#)