

## SJCP – COMMUNITY SERVICE INFORMATION FOR NEW STUDENTS

mobileserve.com

### INITIAL SET-UP:

- All new students must be able to login to their school email accounts (Microsoft Outlook) in order to activate their community service accounts.  
(e.g., [Astudent123456@my.saintjohnsprep.org](mailto:Astudent123456@my.saintjohnsprep.org))
- All new students will receive an email message to their school account from **Mobile Serve**, the site we used to track hours. This email will provide instructions on how to activate their accounts. **PLEASE CHECK THE JUNK FOLDER FOR THE ACTIVATION EMAIL.**
- Once activated, students will need to:
  - Set a password to be used when logging into Mobile serve
  - Select Affiliation – Saint John’s Catholic Prep
- Transfer students who have hours from a prior school will have those hours entered manually from their prior school transcript. Please let Mrs. Ryczko know if you have hours that need to be entered. These hours need to be verified via a school transcript or an email sent to Mrs. Ryczko from the supervisor.

### LOGGING VOLUNTEER HOURS:

- Students should go to **mobileserve.com** or download the free Mobile Serve App.
- When entering information regarding volunteer experiences, provide the following:
  - Date of volunteering
  - Number of hours worked
  - Volunteer location
  - Select “in school” or “out of school”
  - Brief description of what you did
  - Supervisor name
  - Supervisor email
  - Supervisor signature (if using App, supervisor signs on the phone)
- Once information has been entered online and verified by the supervisor, Mrs. Ryczko will be able to “approve” the hours.

### REMINDERS:

- Remind supervisors to check their email accounts (sometime JUNK folder) to verify your hours.
- Keep track of your password for Mobile Serve – MRS. RYCZKO DOES NOT HAVE ACCESS TO YOUR PASSWORD!
- Questions: See Mrs. Ryczko in room 140 or email – [jryczko@saintjohnsprep.org](mailto:jryczko@saintjohnsprep.org)

# MOBILE SERVE – APP VIEW:

Verizon 1:37 PM 71%

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### Activity Details

Aug 30, 2020

Total Hours

**2.00**

Volunteer Location

Frederick Food Bank

Saint John's Catholic Prep

Outside Community Service

Tell Your Story

I helped sort food items to be distributed to needy families.

Next >

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### Verification

#### Loop In Your Leaders

Enter your supervisor's name and email, and we'll contact them to confirm your hours.

Supervisor Name

Mary Smith

Supervisor Email

msmith@volunteer.itg

Supervisor Signature

Add Signature

Photos

Add Photos (0/3)

Attach My Location

< Previous Submit Hours