

Logging Hours on Get Connected

The Hormel Foundation Austin Assurance Scholarship/AHS Volunteer Program

Volunteer Opportunity listed on Get Connected

1. Login to the Get Connected website <https://uwmower.galaxydigital.com/>
2. Search for an opportunity that matches your interest and sign up for that event
3. Complete the volunteer activity
4. Login to the Get Connected website
5. Log your hours
 - a. Click yes that you found your volunteer activity on Get Connected.
 - b. Click no on the Plus One option.
 - c. Enter the volunteer opportunity you completed.
 - d. Enter the number of hours.
 - e. Submit.
6. The volunteer organization you volunteered for will get an alert and verify your hours.
7. Congratulations, you have completed the process!
8. To have hours considered for the Volunteer Program, print a transcript of your volunteer activities on the Get Connected Site, attach to a Volunteer form and turn into the basket in the Career Center.

Volunteer Opportunity not listed on Get Connected:

1. Complete the volunteer activity.
2. Login to the Get Connected website <https://uwmower.galaxydigital.com/>
3. Log your hours
 - a. Click **no** you did not find your volunteer activity on the Get Connected website.
 - b. Click **no** on the Plus One option.
 - c. Date.
 - d. Enter name and email address of the person who can verify hours.
 - e. Put phone number in the description box if you don't have an email.
 - f. Brief activity description.
 - g. Number of hours
 - h. Submit
4. Volunteer hours will be verified and approved in Get Connected.
5. Congratulations you have completed the process!
6. Volunteer forms are no longer required. Make sure to note the name and contact information of the person who can verify your hours. There is a field for an email address. If you have only a phone number, put it in the description field.

You no longer need to fill out and submit a volunteer hour form.

For help using Get Connected please see your AHS Counselor or Ms. Mayers in the Career Center.