



## **BEDFORD HIGH SCHOOL COMMUNITY SERVICE**

*(Bedford High School has the right to verify all information submitted)*

- Effective with the **class of 2023**, there will be a 40 hour community service hour requirement in order to graduate, it is highly recommended that students complete 10 hours each year until graduation. It is recommended that senior students have their total amount of required community service hours for graduation submitted at the end of Semester 1 of their senior year.
- Community service work shall be voluntary with no payment rendered for service and must be completed outside of normal school hours. Service credit will only be accepted from non-profit organizations and/or for elderly or disabled individuals that are not capable of performing the work themselves. Working for students' immediate families will not be accepted. ***Students who complete a minimum of 20 hours beyond the graduation required 40 hours will earn an Exemplary Community Service cord to be worn at graduation.***
- Students should turn in hours or via online by logging into naviance and clicking on the X2VOL link at the bottom of the screen. Directions below.

### **Tracking Community Service with x2vol**

- Log in to Naviance, scroll to the bottom, and click on the x2vol box.
  - If this is your first time logging in, it will walk you through the registration process.

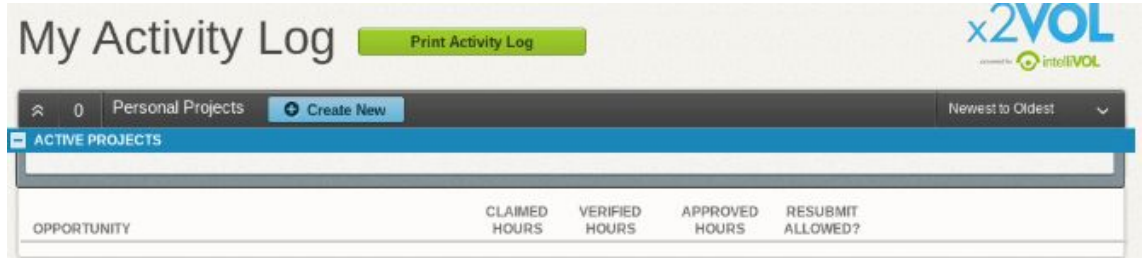
x2VOL

**HOW TO TRACK HOURS (for activities not already listed under “Find Opportunities”):**

- Click on “Add Hours”



- Under “Personal Projects”, click “Create New”



- Fill out the agency or organization name and add a description of what you did

**Activity**

[Max. 100 character]

Agency or Organization Name

Project Description

- Pick an “interest” that the activity best describes

**Interests** (Please select the interest that best describes the activity you performed)

Humanitarianism     
  Faith-based     
  Environmental  
 Government     
  Educational

- Fill in the “Activity Contact” (THIS IS EXTREMELY IMPORTANT!!!)
  - **You must have the contact’s email address in order for your hours to be approved!**

**Activity Contact**

Name

Phone

Email Address

- Enter the date and number of hours you volunteered

**Claim Hours**(Date that you performed the service.)

If you volunteered multiple days for the same activity, please enter the TOTAL amount of hours and select the most recent date volunteered. You can provide the dates/date range in the Description section at the top of this page. If you have been instructed to provide one entry per date please do so.

Date      Hours      Minutes

    
 00     
 00

- Apply hours to the correct “Class of ...” goal

GOAL NAME	GROUP	START	END	GOAL	CREDITED	REMAIN
Apply to all Non-Exclusive Goals:						
Service Hours Class of 2022	Class of 2022	8/1/2019	4/30/2022	30.00	0.00	30.00

- Click Submit

**Once you submit hours, they will be sent to the activity contact and Miss Thomas to be approved. If you do not have activity contact information, your hours cannot be approved.**

On the dashboard, you can:

- Check how many of your hours have been submitted, denied, verified, and approved.



- Click on “Find Opportunities” to see if anything new has been posted that you are interested in.



- Click on “Service Transcript” to print a list or transcript of all of the community service you have completed.



**Any questions? Email Miss Thomas (kthomas@bedfordschools.org) or go to N226 before school, 3rd period, 5th period, or after school.**