

EXPERIENCE HOUR TRACKING



SchoolLinks

Volunteer Service Hours

WHY IS THIS IMPORTANT?

Having an organized and official system to keep track of your volunteer service hours experiences allows your hours to be verified and quantified for multiple purposes. First, you should keep track of these experiences to add to your resume which can also be built in SchoolLinks. This will help when you go to apply for clubs, colleges, scholarships, and jobs. Second, students graduating in 2023 and beyond are required to earn at least two seals to graduate and although DCS does NOT require service hours to graduate, one seal option is a community service seal. Learn more about this requirement on our [DCS Course & Career Website](#).

HOW DO I DO THIS?

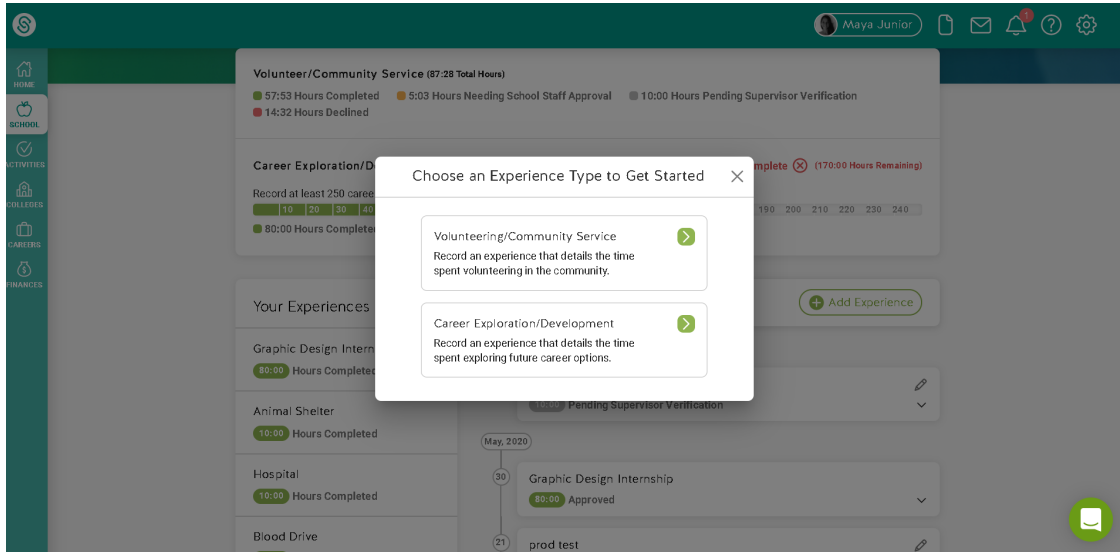
SchoolLinks' Volunteer Hour Tracking allows you to keep track of all volunteer hours you complete. After you submit hours, supervisors will verify hours and then counselors will accept hours on behalf of students. [Here is a link to video directions](#) or read below how to enter volunteer or career experience hours.

1. Accessing Volunteer Hour Tracking

To access Volunteer Hour Tracking, click the School icon on the navigation bar on the left, then select Experience Hour Tracker from the dropdown menu.

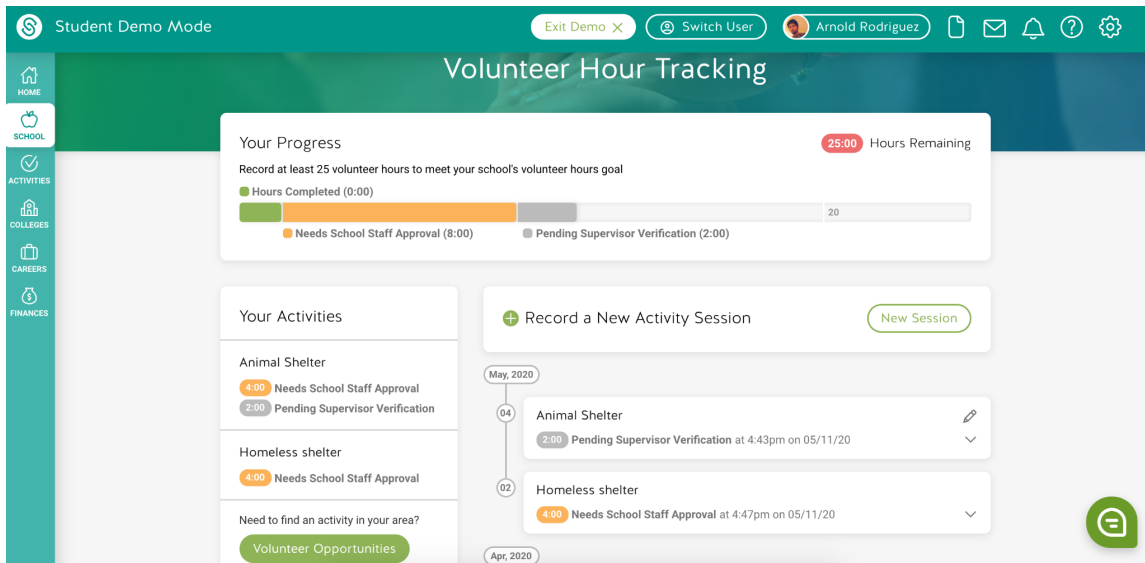
2. Recording a New Activity Session

Click the green Add Experience button. Then select either Volunteer/ Community Service.



The Volunteer Hour Tracking page will show Your Progress Bar. This bar will show:

- Hours Completed: The hours that have been verified by your volunteer supervisor
- Pending Supervisor Verification: The hours you have requested to be verified.



Type the name of the organization volunteered at on the Organization Name line. Then click Next. Fill out the Session Info and click Next.

The screenshot shows a user interface for tracking volunteer hours. At the top, a green header bar contains the user's name 'Katherine Gupton' and various icons. Below the header, a progress bar indicates 'Hours Completed (0:00)' out of a goal of 20 hours. A secondary bar shows 'Needs School Staff Approval (0:00)' and 'Pending Supervisor Verification (0:00)'. The main content area is divided into sections: 'Your Activities' with a 'Volunteer Opportunities' button, 'Record a New Activity Session' with a 'New Session' button, and 'Fill Out your Session Info'. The 'Fill Out your Session Info' section is highlighted with an orange border and contains the following fields: 'Time (Hours : Minutes)' set to '02:00', 'Session Date' set to '05/04/20', 'Volunteer Activities' with the text 'Organized cans and packed lunches for the homeless', and 'Personal Reflection (Optional)' with the text 'I left feeling good that I helped others.' Below these fields are 'Back' and 'Next' buttons. An orange arrow points to the 'Next' button. At the bottom, a third section 'Request Verification from your Supervisor' is partially visible.

Type the email address of the volunteer supervisor on the Supervisor Email Address line. Then click Request Approval. A green box will appear at the bottom of the screen to notify you that a request for volunteer hour verification has been sent to your volunteer supervisor.

The screenshot shows the same user interface as the previous one, but now the 'Request Verification from your Supervisor' section is the active step. It contains the instruction: 'Fill in the below info and we'll send the supervisor an email with instructions for how to verify your hours.' Below this is a form field for 'Supervisor Email Address' with the text 'joe@sbfoodbank.com' entered. At the bottom of this section are 'Back' and 'Request Approval' buttons. An orange arrow points to the 'Request Approval' button. The 'Fill Out your Session Info' section above is now marked as completed with a green checkmark.

3. Editing a Volunteer Activity Session

Click Edit (the pencil icon) next to the activity session you want to edit.

Choose Volunteer/ Community Service and then you can make any additional changes based on the available fields.

Make the edits and click Update Request to resubmit your experience for approval.

