

Instructions for logging Community Service Hours

Download the following app:

HelperHelper

Students are required to complete 20 hours of Community Service in order to graduate from PHS



1. Login with your Student Email
2. Go to Find Opportunities
3. A list of Ongoing Opportunities will appear for you to reach out to.
4. Once service is complete with that organization:

- Log back into this App

- Click on Ongoing Opportunities

- Find your organization.

- Click on Add Past Commitment

- Put in Start Time and Start Date

- Add/Change email to the organization of supervisor contact email- who will validate your hours.

- Click on Submit Commitment Form

- Answer Reflection Questions

If you have an opportunity that IS NOT LISTED in the Ongoing Opportunities section of the app, go to:

+Add Past Commitment and complete the following:

- Dates of Service

- Name Of Opportunity

- Category of need (drop down)

- Start Time and Start Date

- Duration (HOURS)

- Contact of who can validate attendance, phone and email

- Click on Submit Commitment Form

- Answer Reflection Questions

- Click on Submit Commitment Form