

Track It Forward

Students use a web-based volunteer tracking program called Track It Forward to submit community service hours and to sign up for volunteer events.

Each student will need to create an account to begin logging hours and signing up for volunteer events on Track It Forward. Please use the following directions to set up and use Track It Forward.

Creating an account:

1. Use the link <http://www.trackitforward.com/site/arendell-parrott-academy-serv> to access APA's Track It Forward website.
2. Click on Sign Up.
3. Complete ALL FIELDS under "Register to Log Hours". Use your full First and Last Name. Do NOT use nicknames. Keep your password in a secure location, so that you do not forget it.
4. Once you have registered, a page to log hours will immediately open. (Mrs. Lewis will have to approve you as a volunteer, but you can begin logging hours prior to approval.)

Logging Community Service Hours:

1. Once you have registered/logged in at <http://www.trackitforward.com/site/arendell-parrott-academy-serv>, you will be on the page to log hours.
2. You must complete all fields under Log Hours before you click "Submit Time."
 - a. Enter the number of hours served, date of your service, type (service for APA/service for other nonprofit), city/town of service, list multiple dates if applicable, and complete all required verification fields: organization, organizer name, organizer email, and selfie verification if required (See letter c below.).
 - b. Once you have entered the organizing/supervising adult's name and contact information, it will be saved in Track It Forward for your future use. This way you do not have to re-enter email addresses repeatedly. You will select the organizer from a drop-down menu.
 - c. If your service involves the donation of goods (homemade component required), you must also submit a SELFIE VERIFICATION that shows both you and the donated items in the same picture.
 - d. The organizing/supervising adult will receive an email notification every time that you submit hours.
 - e. Please be thorough when describing your service in the Notes field. You will be using these service records to complete your activity sheets for college applications and to apply for scholarships.
3. After you click "Submit Time," the submitted hours will be listed as "pending" under the Timesheet that is on the right of the screen. After Mrs. Lewis has approved your submitted hours (may include contacting your supervisor), the word pending will disappear, and the hours will be counted towards your milestones-SERV Induction requirement (12 hours) and Presidential Service Scholar (100 hours).

Signing up for a Volunteer Event on Track it Forward when applicable:

1. Use the link <http://www.trackitforward.com/site/arendell-parrott-academy-serv> to log in.
2. Select Event Sign-ups from the top menu.
3. A calendar with upcoming events will open.
4. Click on the event to sign up. Events that still have openings are displayed in green, events that you have already signed up for are displayed in green, and events that are full are displayed in green.
 - a. A page will open where you can sign up for available time slots. Do not sign up for a time slot unless you are confident that you will be able to volunteer at that time.

- b. If something changes in your schedule, delete your name from the event sign-up as soon as possible. You will follow the same directions that you used to sign up, but click on the **X** next to your name to delete it. This is very important, so that other students will have the opportunity to sign up in your place.

Other important things to remember:

- Track It Forward submission/documentation of SERV hours are subject to the APA Honor code.
- The deadline to enter your SERV hours on Track It Forward is always the first Friday after Holiday Break in January. This is a firm deadline, and submissions beyond the deadline will not be accepted. Please plan accordingly.
- STUDENTS are responsible for submitting their hours on Track It Forward 100% of the time. For example, if a student volunteers in a large program (Erasing the Lines, Teen Court, APA Canned Soup Drive, etc.), that student will be required to enter his/her service hours on Track It Forward in order for them to count towards SERV induction.
- You have two choices of how to document multiple visits to the same place. You can either enter each visit separately on Track It Forward, OR you can maintain a detailed paper log and enter the hours all at once utilizing the “multiple dates” field.

If students or parents have any questions about Track It Forward, please contact Leslie Lewis (llewis@parrottacademy.org). There will be a meeting during Middle School club period in January that will cover all details related to SERV, including online documentation of community service hours