

Dear Students,

Students in grades 9-12 are required to obtain community service hours every year, with a total of at least 70 hours for graduation. The following are the hours required by grade level:

- **9th grade- 10 hours**
- **10th grade- 15 hours**
- **11th grade- 20 hours**
- **12th grade- 25 hours**

Students will utilize our online platform, **SchoolLinks**, to log hours. All students have access to **SchoolLinks** through their GCCS Clever portal. The goal is to have students perform and log their community service hours themselves, as we believe that service is an integral part of our GCCS culture and mission statement.

Please direct any questions or concerns about community service hours to Mrs. Little (elittle@grovecitychristian.org). Attached you will find detailed directions on how to log in and record your community service hours on **SchoolLinks**.



SchoolLinks

GCCS Community Service Logging Instructions

To log student service hours, log into **SchoolLinks** with your **student Clever portal**.

**From the left-hand menu bar,
click “Engage” and then “experience tracking”**

To add new service hours:

Click the blue button that says “add entry” (Please use your current grade level!)

Fill out the log with the required following information:

- ☐ Student grade level
- ☐ Organization (ex: SLI, National Honors Society)
- ☐ Supervisor email (*Students please note-you must obtain and enter the CORRECT email address for the supervisor to receive it. Please verify the spelling of the supervisor's name prior to entering the hours.)
- ☐ Select date or range of dates if it is a repeated
- ☐ Fill out the “what service did you complete” text box
- ☐ Hours pending will show in your activity feed on the left-hand side of your screen. Activity feed will also display all pending and denied hours
- ☐ Grade bar will turn green upon approval of hours

Examples of acceptable community service activities:

- Volunteering at church
- Serving with a ministry group
- Volunteering time at a local food bank
- Missions Trips

Please contact Mrs. Little in the GCCS High School office with questions (elittle@grovecitychristian.org).