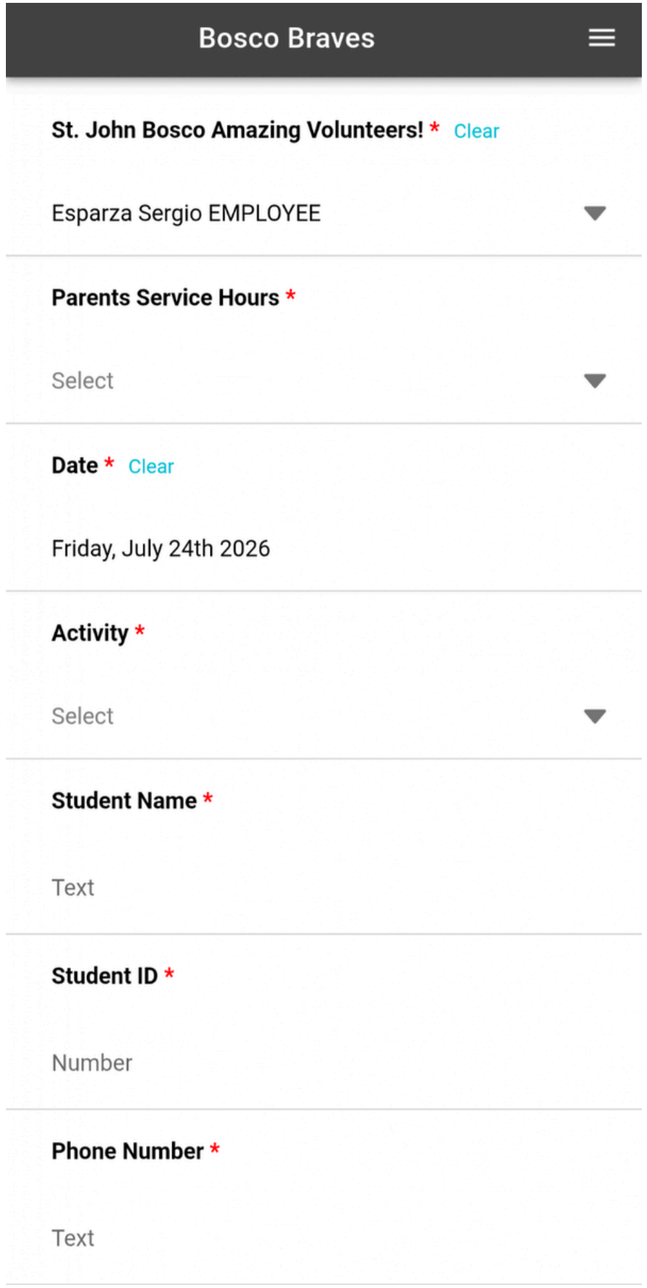


TRACK IT FORWARD

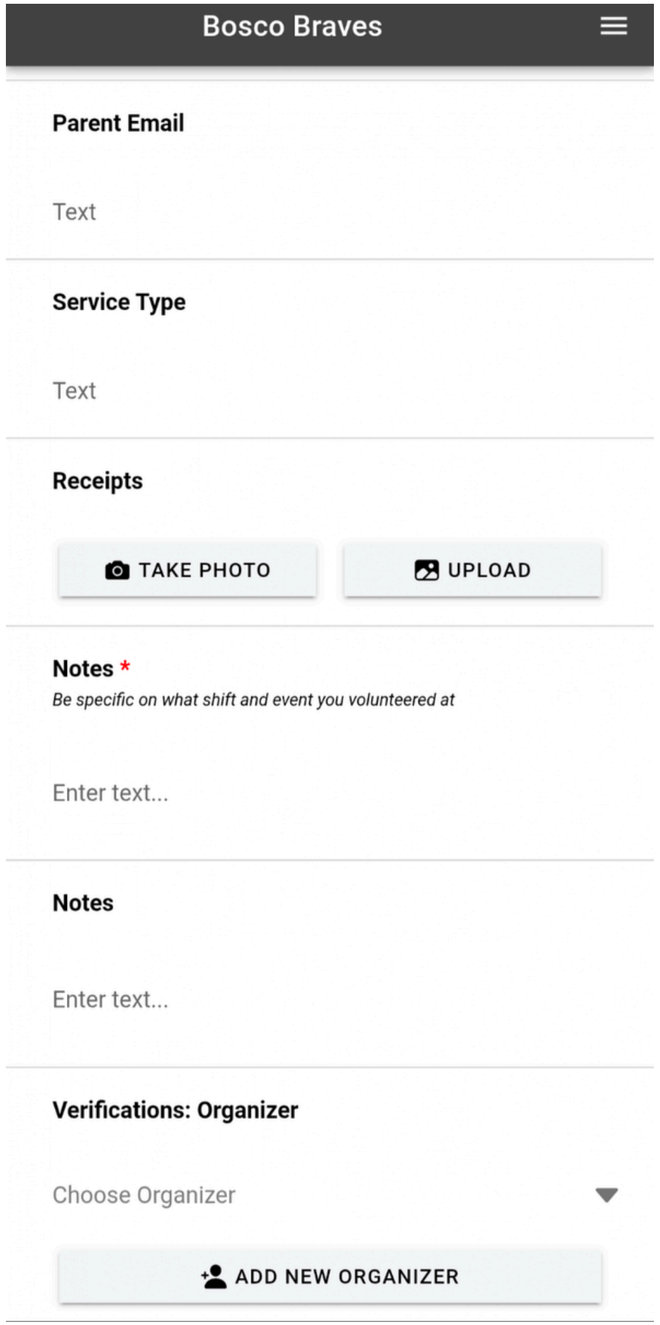
Step 1: Complete Your Service Information

Select the number of Parent Service Hours you are submitting.

Choose the Date the volunteer service or donation occurred.

Select the appropriate Activity that sponsored your service.

Enter your student's information (Student Name, Student ID, Parent Phone Number)



Step 2: Upload Documentation & Describe Your Service

Enter the Parent Email associated with this account.

In the Service Type field, provide a brief description of the work you completed.

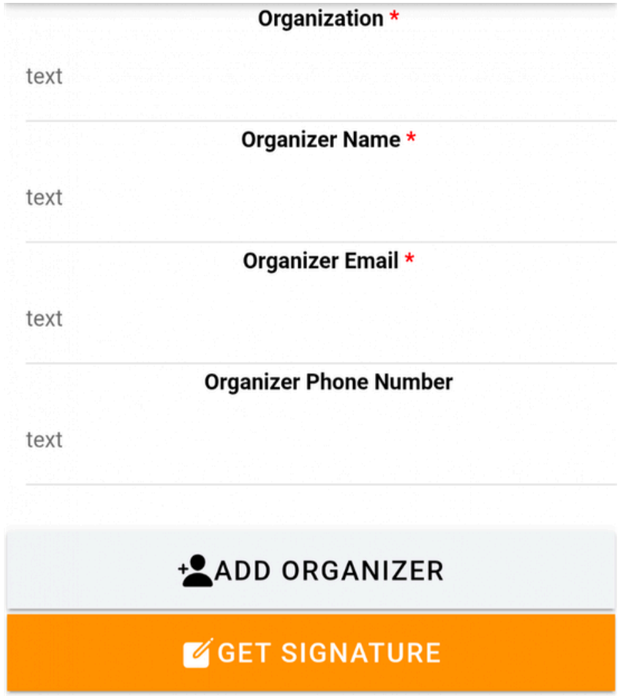
Examples of Service Types
Snack Shop – Grill Station
Champion Village – Donations
Bosco Café – Lunch Distribution
Parent Association – Hospitality

If You Are Donating Items - Upload all receipts for donated items. Receipts are required before donation hours can be approved.

Complete the Notes Section
Be specific about the event and work performed.
Examples:
"Worked the varsity football game Snack Shop from 5:00 PM–9:00 PM."
"Donated beverages and snacks for Open House."
"Assisted with freshman orientation registration and check-in."
You may also use the Additional Notes section if further explanation is needed.
If applicable, upload a verification photo documenting your volunteer service.

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Step 3: Complete the Verification Process & Submit



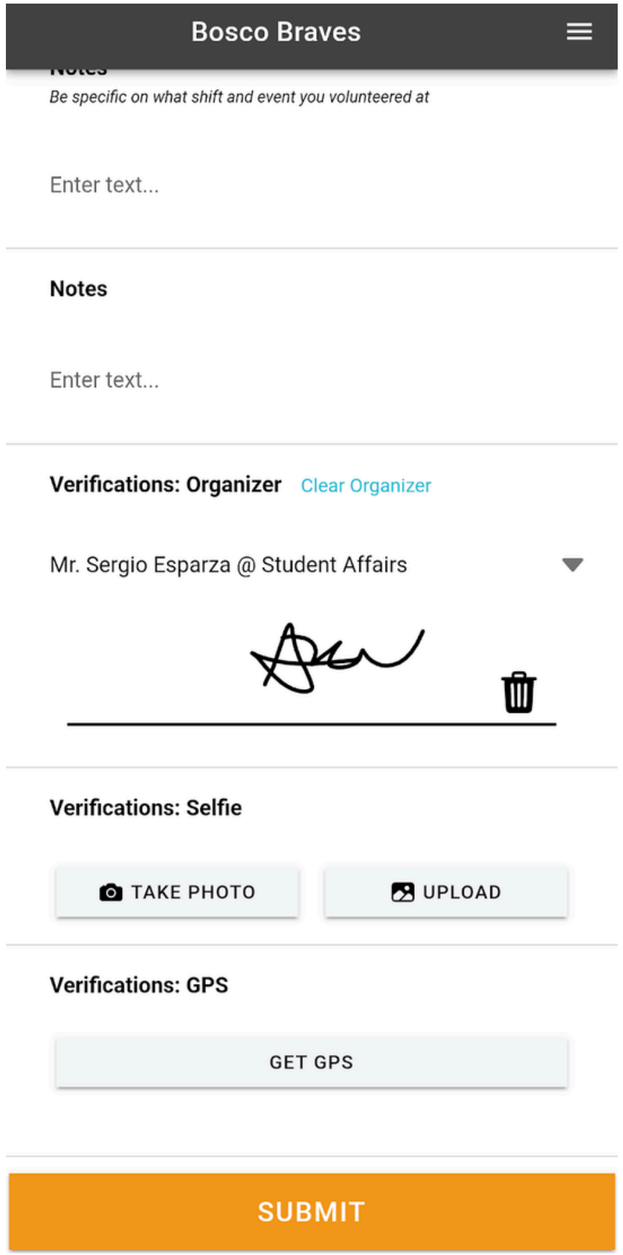
Complete the verification section using the information of the St. John Bosco staff member who supervised your service.
Organization: Enter the sponsoring department, club, team, or organization (e.g., ATH – Football).
Organizer Name: Staff member's full name (e.g., Mr. Esparza)

- *Please note: This is the on site supervisor.*

Organizer Email: Staff member's Bosco email address. (e.g., sesparza@bosco.org)
Organizer Phone: (562) 920-1734

Signature Verification: Only applicable on the App (not on browser) on site a signature box will appear select "Sign on Phone" and have your supervisor sign electronically. If no signature is obtained, Track It Forward will email your site supervisor to verify your hours.

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Verification Signature
The on-site supervisor has signed and has verified your service hours. Once you complete in-person service with the same organization again, the organizer's information will automatically populate in the app, making future submissions faster and easier.

Verification Photo (Optional)
You may upload a photo documenting your volunteer service or donated items drop off at site. Accepted file types include JPG, PNG, and PDFs.

GPS Verification (Optional): When submitting from a mobile device during an on-campus event, you may use the GPS Check-In feature.

Submit: Review your information, then click Submit Time. Your hours will remain pending until verified by the supervising St. John Bosco staff member.