

HOW TO LOG YOUR AUSTIN ASSURANCE HOURS

Questions? See Mrs. Bumgarner – AHS Career Center

- Go to the **United Way of Mower County Get Connected Page** (link on AHS homepage)

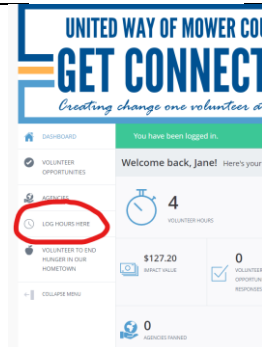


<https://uwmower.galaxydigital.com>



- Log in with your **school email** and **password**.

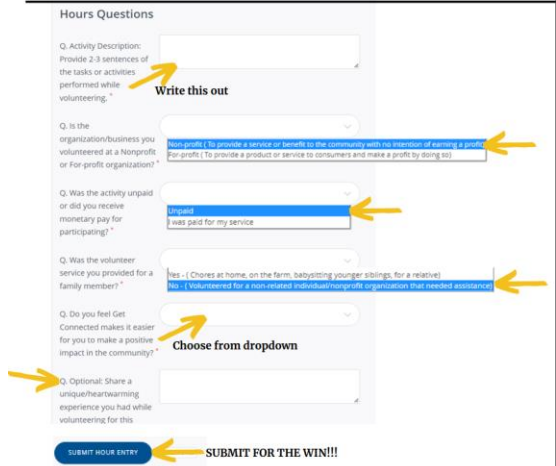
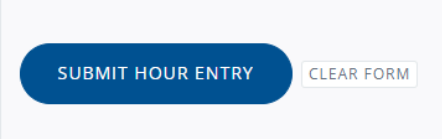
- On the left side, click **LOG HOURS HERE**



- Enter in the **date** you volunteered and number of **hours**. If it is an ongoing thing, you can enter one date and put the details in the summary (example: if you volunteered every Wednesday at 4-H) Hour type – **YES** if you signed up to volunteer using Get Connected. **NO** if you found out about it on your own.

- If the opportunity was from Get Connected, the supervisor information is automatically in there.

If it isn't from Get Connected, you need to enter the location, supervising person's name, and their contact information (phone or email) so we can verify you completed the activity.

<p>6. Answer these questions</p> <p>Add detail.</p> <p>Example: not “served pancakes”</p> <p>Include detail like “served pancakes at basketball fundraiser at the Eagles”</p> <p>Who, what, where</p>	 <p>The screenshot shows a form titled 'Hours Questions' with several questions and dropdown menus. Yellow arrows point to the following elements:</p> <ul style="list-style-type: none"> A text input field for 'Activity Description' with the instruction 'Write this out'. A dropdown menu for 'Is the organization/business you volunteered at a nonprofit or for-profit organization?' with 'Non-profit (to provide a service or benefit to the community with no intention of earning a profit)' selected. A dropdown menu for 'Was the activity unpaid or did you receive monetary pay for participating?' with 'Unpaid' selected. A dropdown menu for 'Was the volunteer service you provided for a family member?' with 'No - I volunteered for a non-related individual/nonprofit organization that needed assistance' selected. A dropdown menu for 'Do you feel Get Connected makes it easier for you to make a positive impact in the community?' with 'Choose from dropdown' indicated. A 'SUBMIT HOUR ENTRY' button.
<p>7. Click SUBMIT HOUR ENTRY</p>	 <p>A close-up of the bottom right of the form, showing a blue 'SUBMIT HOUR ENTRY' button and a grey 'CLEAR FORM' button.</p>

Tips:

- Enter your hours as you do them, don't wait until the end of the year to start. You must enter the hours the same year you completed them.
- Keep track of dates, times, supervisors in your phone when you are doing the volunteering.
- Be sure to provide detail so there aren't additional questions (which will slow your approval)
- Join the AHS Volunteer Remind to receive texts with opportunities. Text @34kd64g to the number 81010.
- If you aren't sure whether you are eligible or what counts as a volunteer hour, go to the Austin Assurance website (linked on the AHS homepage) or email Mrs. Bumgarner to ask.
- You can also enter hours on the **Causer app** using your phone.
- Once your hours are entered, the contact person listed is emailed for verification before hours are approved. During high volume times (example after summer break), it may take a while to get through all the approvals.

*If you have questions or need help, contact **Mrs. Bumgarner** in the **Career Center**.*



<https://www.austinassurance.org/>