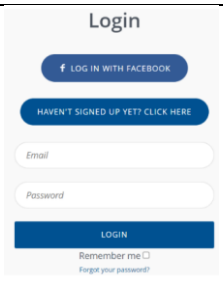
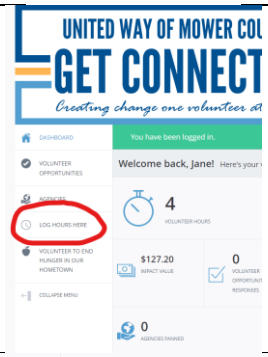
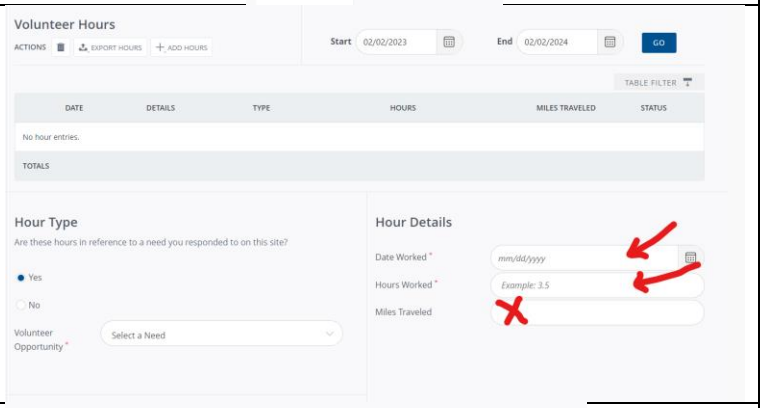
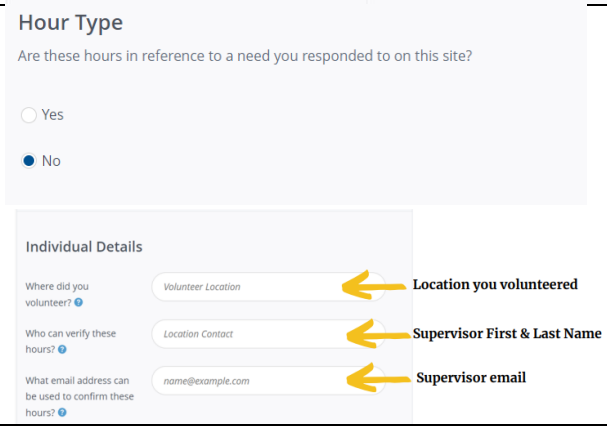
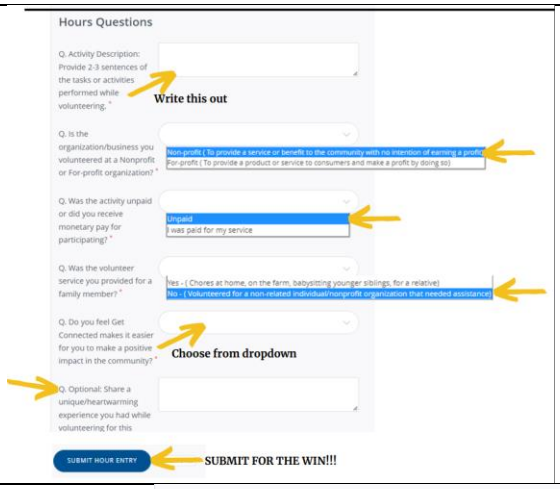
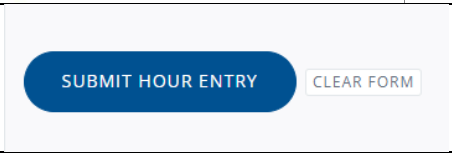
HOW TO LOG YOUR AUSTIN ASSURANCE HOURS

Questions? See Mrs. Bumgarner – AHS Career Center

1. Go to the **United Way of Mower County Get Connected Page (link on AHS homepage)**	https://uwmower.galaxydigital.com
2. Log in with your **school email** and **password**.	
3. On the left side, click **LOG HOURS HERE**	
4. 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.	
5. 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.**	

6. Answer these questions Add detail. Example: not "served pancakes" Include detail like "served pancakes at basketball fundraiser at the Eagles" Who, what, where	
7. Click **SUBMIT HOUR ENTRY**	

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**.*

THE HORMEL FOUNDATION
Austin Assurance Scholarship

https://www.austinassurance.org/