Track Your Community Service Hours on MyInvolvement!

You can not only record your individual community service hours, but you can also record and approve the community service hours of members of your organization.

Record your personal community service hours
1. Log in to Myinvolvement.org.
2. Go to the My Involvement tab at the top of the page.
3. Go to the My Service Hours tab on the left side of the page.
*** Your previously submitted service hours will display in the summary information at the top of this page. ***
4. Select the organization from the drop-down menu you wish to associate service hours with.
5. Enter the date the service hours took place and a brief description of the type or place of the service hours.
6. Indicate the number of hours spent performing the service hours (in the 1:30 format).
7. Type in the name of the person that can verify the service hours. A drop-down menu of all users with those characters will populate. Select the individual from the list.
8. Click "Submit".
*** All service hours entries must be approved by an organization officer or campus administrator. ***

Record organization members' community service hours
1. Log in to Myinvolvement.org.
2. Go to your organization's page.
3. Go to Service Hours on the left side of the page.
4. Enter the following information in the top "Record New Entry" module:
Name of the person to receive the service hours (a drop-down menu will appear when characters have been typed)
Date when service hours took place
A brief description of the event
The number of hours (in 1:30 format)
5. Click "Submit" just below the fields.
******** *Members must be added to your MyInvolvement group roster for their hours to be processed. ***

Approve organization members' community service hours
From the Service Hours option on your organization's page:
1. On the Pending tab in the lower module, you will see the member's name, date, description of service event, and duration of service.
2. Click "Approve" or "Deny" on the far right of the person based on the appropriate action.
3. Confirm approval action.
OR
4. Add in an administrator message as to why the hours were denied, and click "Deny" again.

Generate reports of your organization's community service hours
From the Service Hours option on your organization's page:
1. Go to the "Reporting" tab in the lower module.
2. Adjust the date range and users you'd like to see a report for in the fields.
3. Click "Show Report".
*** The results based on the criteria you entered will display on the page. ***