



How to Record Volunteer Activities

In this article, we will show you how to record and edit activity sessions for volunteer hour tracking.

What is Volunteer Hour Tracking?

SchoolLinks' Volunteer Hour Tracking allows you to keep track of all volunteer hours you complete. After you submit hours, supervisors will verify hours and then counselors will accept hours on behalf of students.

The Volunteer Hour Tracking page will show Your Progress Bar. This bar will show:

- **Hours Remaining:** How many more volunteer hours you must complete in order to graduate
- **Hours Completed:** The hours that have been verified by your volunteer supervisor and accepted by their counselor
- **Needs School Staff Approval:** The hours that have been verified and need staff approval.
- **Pending Supervisor Verification:** The hours you have requested to be verified.

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The screenshot shows the 'Volunteer Hour Tracking' interface. At the top, it says 'Student Demo Mode' and 'Exit Demo'. The user is logged in as 'Arnold Rodriguez'. The main heading is 'Volunteer Hour Tracking'. Below this, there's a 'Your Progress' section with a goal of 'Record at least 25 volunteer hours to meet your school's volunteer hours goal'. A progress bar shows 'Hours Completed (0:00)' and 'Hours Remaining 25:00'. The progress bar is divided into 'Needs School Staff Approval (8:00)' and 'Pending Supervisor Verification (2:00)'. Below the progress bar, there's a 'Your Activities' section with a list of activities: 'Animal Shelter' (4:00 Needs School Staff Approval, 2:00 Pending Supervisor Verification) and 'Homeless shelter' (4:00 Needs School Staff Approval). There's a 'Need to find an activity in your area?' section with a 'Volunteer Opportunities' button. On the right, there's a 'Record a New Activity Session' button with a 'New Session' button. Below that, there's a calendar view for May 2020 showing two activity sessions: 'Animal Shelter' (2:00 Pending Supervisor Verification at 4:43pm on 05/11/20) and 'Homeless shelter' (4:00 Needs School Staff Approval at 4:47pm on 05/11/20). The interface also has a navigation bar on the left with icons for HOME, SCHOOL, ACTIVITIES, COLLEGES, CAREERS, and FINANCES.

1. Accessing Volunteer Hour Tracking

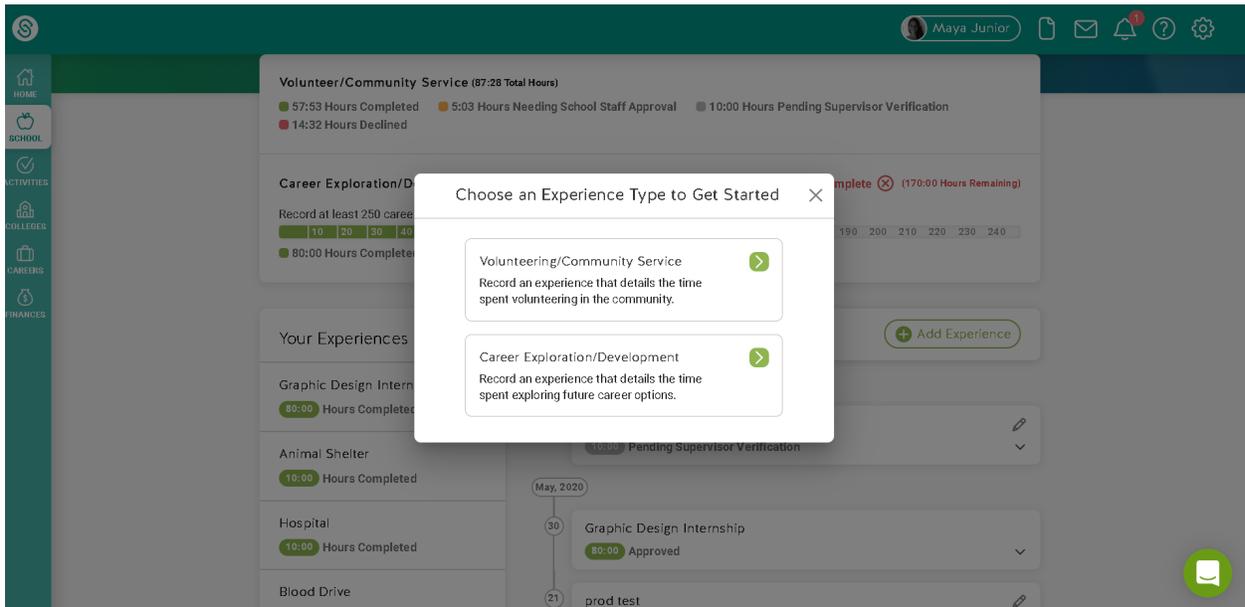
To access Volunteer Hour Tracking, click the **School** icon on the navigation bar on the left, then select **Experience Hour Tracker** from the dropdown menu.

2. Recording a New Activity Session

Note: This process may vary depending on requirements set up by your district.

Click the green **Add Experience** button. Then select either Volunteer/Community Service or Career Exploration/Development based on what best describes your experience.

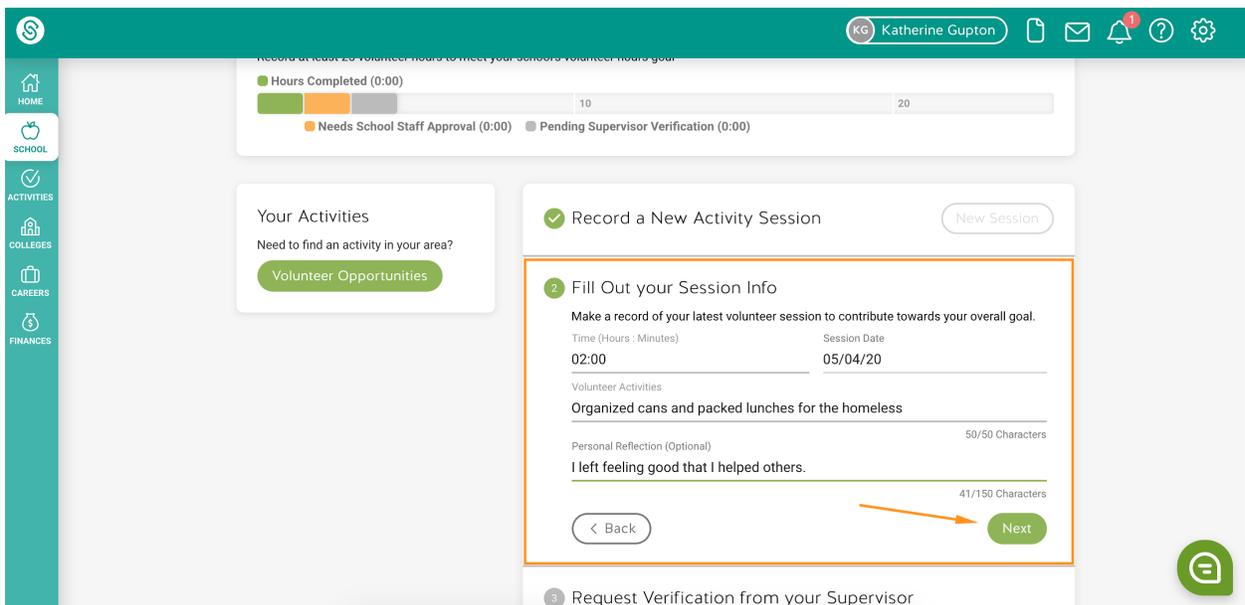
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Type the name of the organization volunteered at on the Organization Name line.

Then click **Next**.

Fill out the Session Info and click **Next**.



If your district requires a supervisor to verify - Type the email address of the volunteer supervisor on the Supervisor Email Address line. Then click **Request Approval**. A green box will appear at the bottom of the screen to notify you that a

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request for volunteer hour verification has been sent to your volunteer supervisor.

Record at least 20 volunteer hours to meet your school's volunteer hours goal.

Hours Completed (0:00) 10 20

Needs School Staff Approval (0:00) Pending Supervisor Verification (0:00)

Your Activities
Need to find an activity in your area?
Volunteer Opportunities

Record a New Activity Session [New Session](#)

Fill Out your Session Info

Request Verification from your Supervisor
Fill in the below info and we'll send the supervisor an email with instructions for how to verify your hours.
Supervisor Email Address
joe@sbcfoodbank.com

[Back](#) [Request Approval](#)

3. Editing a Volunteer Activity Session

Click **Edit** (the pencil icon) next to the activity session you want to edit.

You can choose between Volunteer/ Community Service or Career Exploration/Discovery and then you can make any additional changes based on the available fields.

Make the edits and click **Update Request** to resubmit your experience for approval.

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The screenshot displays the Harmony app interface in "Student Demo Mode". The top navigation bar includes "Student Demo Mode", "Exit Demo", "Switch User", and the user profile "Arnold Rodriguez". A vertical sidebar on the left contains navigation icons for HOME, SCHOOL, ACTIVITIES, COLLEGES, CAREERS, and FINANCES. The main content area is titled "Volunteer Opportunities" and features a "Personal Reflection (Optional)" section with a character count of 0/150 and "Back" and "Next" buttons. Below this is a "Request Verification from your Supervisor" step. A list of activities is shown, categorized by month:

- May, 2020**
 - 04** Animal Shelter: 2:00 Pending Supervisor Verification at 4:43pm on 05/11/20
 - 02** Homeless shelter: 4:00 Needs School Staff Approval at 4:47pm on 05/11/20
- Apr, 2020**
 - 26** Animal Shelter: 4:00 Needs School Staff Approval at 4:47pm on 05/11/20

An orange arrow points to the edit icon of the first activity entry. A green chat bubble icon is located in the bottom right corner.