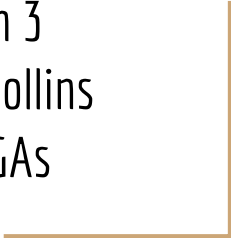


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Community Service Chairs

GOALS 1/28 Session 3
Neil Butler & Candace Collins
Office of Greek Life GAs



Learning Outcomes

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- I. Service Opportunities
 - A. What?
 - B. Where?
- II. How to Promote Service in your Chapters
- III. Community Service & GME
 - A. Submitting and approving hours
 - B. Community Impact Form

Service Opportunities in Nashville

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- [Hands On Nashville/HON Opportunity Calendar](#)
 - Calendar
 - Group Volunteering Page (trying to get in some member class bonding?)
- [Giving Matters Guidestar](#)
 - Find tab → Advanced Search
 - Sigma Nu example
- OACS Advisors
 - Lauren Moon

Resources

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VOLUNTEER OPPORTUNITY CALENDAR

The calendar below makes it easy to find opportunities and events that are scheduled for a specific day and time.

Color Key: ■ Volunteer Opportunities ■ Trainings & Other Activities ■ Already Filled ■ Special Events

Basic Search and Search Options +

JAN 14 – 20, 2018 Month Week Day < > today

Sun 1/14	Mon 1/15	Tue 1/16	Wed 1/17	Thu 1/18	Fri 1/19	Sat 1/20
10:30 am Paws Patrol - Straw Delivery	09:00 am Spay/Neuter Clinic, Pet Community Center	09:00 am Spay/Neuter Clinic, Pet Community Center	09:00 am Food Bank Volunteer	09:00 am Food Bank Volunteer	09:00 am Stock The Shelves	08:30 am Food Bank Service at Martha O'Bryan Center
02:00 pm ThriftSmart Nashville	09:00 am ThriftSmart Nashville	12:00 pm Spay/Neuter Clinic, Pet Community Center	09:00 am Spay/Neuter Clinic, Pet Community Center	09:00 am Spay/Neuter Clinic, Pet Community Center	09:00 am ThriftSmart Nashville	09:00 am One-on-One Tutor Training (West Nashville)
	10:00 am Meal Prep at The Nashville Food Project, Woodmont Kitchen	01:00 pm Grow Gardens with The Nashville Food Project - Blackman Road	09:00 am ThriftSmart Nashville	09:00 am Meal Prep with The Nashville Food Project at St. Luke's	09:00 am Meal Prep with The Nashville Food Project at St. Luke's	09:00 am Join The Little Pantry Family
	12:00 pm Spay/Neuter Clinic, Pet Community Center	01:45 pm Digital Inclusion Outreach Assistant- Gernert Studio Apartments	09:00 am Meal Prep with The Nashville Food Project at St. Luke's	10:00 am Share a Meal with The Nashville Food Project	10:00 am Spay/Neuter Clinic, Pet Community Center	09:00 am School Supplies at LP PENCIL Box
	01:00 pm ThriftSmart Nashville	02:00 pm Food Bank Service at Martha O'Bryan Center	10:00 am Grow Gardens with The Nashville Food Project, Wedgewood	12:00 pm Spay/Neuter Clinic, Pet Community Center	01:00 pm Spay/Neuter Clinic, Pet Community Center	09:00 am ThriftSmart Nashville
	+2 more	+3 more	+9 more	+11 more	+4 more	+7 more

Advanced Search

Organization

CAUSE AREA (NTEE CATEGORY)

All cause areas (NTEE Categories)

SUBCAUSE AREA (NTEE CODE)

All subcause areas (NTEE codes)

STATE

All States

ZIP CODE

Enter a zip code

GEOGRAPHIC AREA SERVED

None

CITY

Enter a city

CLEAR ALL



Promoting Service

- Great brotherhood/sisterhood bonding activity
- Way to learn more about Nashville beyond Vanderbilt
- GME credit
- Connection to your organization's philanthropy
 - Examples?
- Connection to your organization's values
 - Examples?

General Reminders

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- For Anchor Link to work
 - Do not use Internet Explorer (Google Chrome and Mozilla Firefox have worked well)
 - Use a laptop or desktop computer, not a smartphone
 - Make sure your Anchor Link rosters are updated with correct officer information and permissions
- The Greek Leader Guide has all of the information you need to be successful
 - How to submit service hours
 - How to approve service hours submitted by your chapter members
 - When to submit a community impact form

Reports

- GME reports emailed to chapter presidents
- Reporting Dates
 - 2/5
 - 2/19
 - **Early March: Spring Break Reports - with service hours**
 - 3/19
 - **4/2 – with service hours**
 - 4/16
 - **May: Year-End Reports – with service hours**

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How to Submit

1. Find **Service Hours** in the right-hand pop-out menu on the right under your initial or photo.
2. Click the **+ Add Service Hours** button in the upper right-hand corner of the screen.
3. **Select your Greek organization**, even if you did the service with another campus organization (i.e. TAP, ASB). This is the only way that the hours will count towards the chapters overall hours and GME progress.
4. Be sure to complete all required fields, and provide a contact to verify the hours.
5. Once you have submitted your service hours, the number of hours you submitted will appear under "Pending Hours" until the administrator of your organization approves them. This is usually the Community Service Chair (aka many of you)

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How to Approve

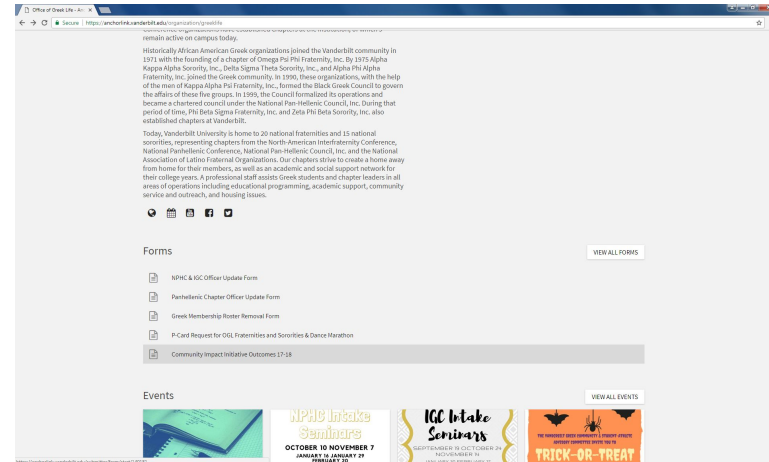


1. Click the on the grid and navigate to the **Manage** view. You will see a list of the organizations for which you are a leader in.
2. Click on your chapter.
3. Click the toolbar to the left of the organization name, then click **Service Hours**.
4. On the Manage Service Hours page, you will be able to see the total number of pending, approved, and denied service hours.
5. To approve hours, review the information provided; you will be able to view the entire description and verification information after clicking either **Approve** or **Deny**. A new window will open containing the submission details. Here you can provide comment and either approve or deny.
 - a. It is your responsibility to only approve actual hands on community service (ex. Food bank, tutoring, park clean-up).
6. The total number of pending, approved or denied hours will update following each submission review.

Community Impact Forms

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- What is it?
 - Way to submit chapter sponsored initiatives including philanthropic events, benefits, drives (clothing, blood, food, bone marrow, etc.) that is not a reflected in our community service hour collection.
- When would you submit it?
 - Within 3 weeks of the completion of your event
- Where would you find it?
 - On the Office of Greek Life Anchor Link page
- New social media campaign on vugreek
 - Features these submissions!



Questions?

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candace.i.collins@vanderbilt.edu,
or come see us in the Greek Life office grad pod!

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