



Community Service Hours

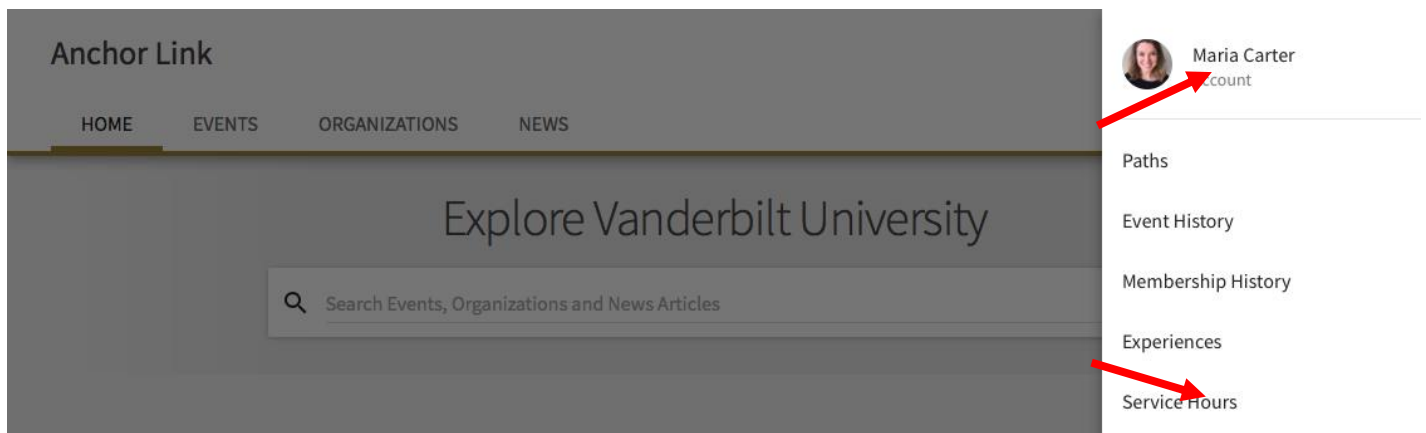
All members of the Greek community will be required to meet 1 of the credits in the Community Impact track by completing 15 hours of hands on community service per year (May 1, 2017 – April 30, 2018)

Students must be actively engaged in actual service during these hours (ex. Food bank, tutoring, park clean-up) and participation in philanthropy/fundraising events or donation drives will not count towards completion of this item. Students must log all community service hours through Anchor Link. Chapter officers are responsible for reviewing and approving all service hours.

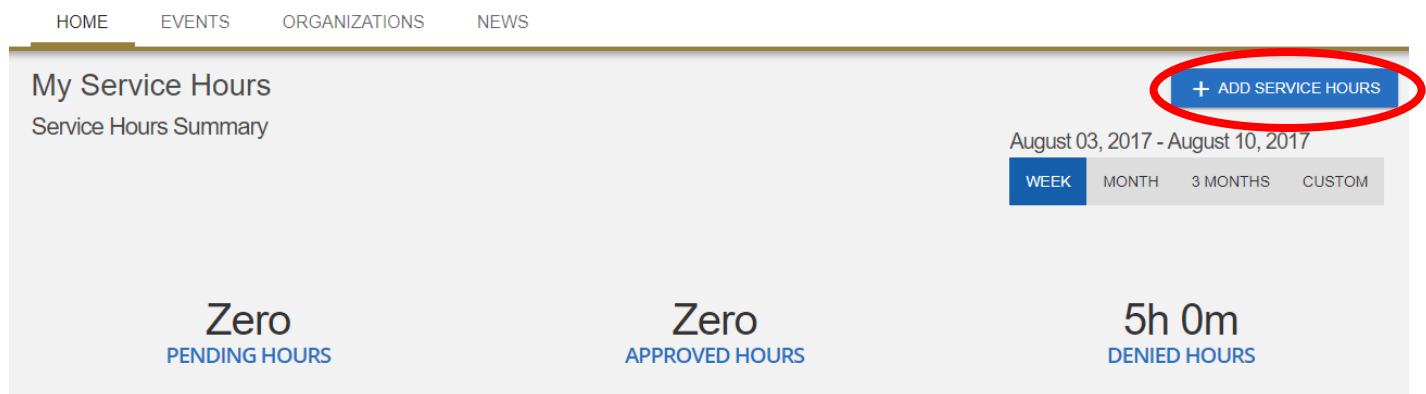
Members are all required to submit their own service hours using the process below:

Adding Individual Service Hours

1. Find **Service Hours** in the right-hand pop-out menu on the right under your initial or photo.



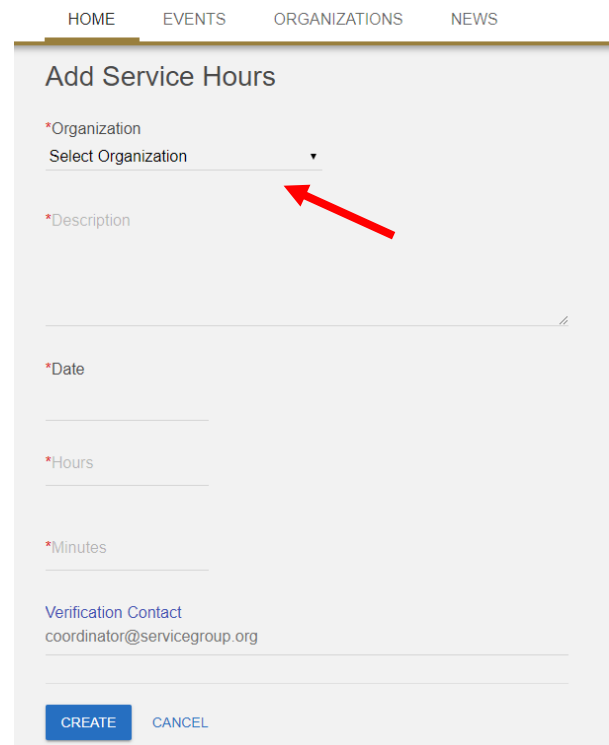
2. Click the + **Add Service Hours** button in the upper right-hand corner of the screen.



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.



The screenshot shows a web form titled "Add Service Hours" with a navigation bar at the top containing "HOME", "EVENTS", "ORGANIZATIONS", and "NEWS". The form includes several required fields marked with an asterisk: "Organization" (a dropdown menu labeled "Select Organization" with a red arrow pointing to it), "Description", "Date", "Hours", and "Minutes". Below these fields is a "Verification Contact" field with the email address "coordinator@servicegroup.org" pre-filled. At the bottom of the form are two buttons: "CREATE" and "CANCEL".