



## COLLEGE OF OSTEOPATHIC MEDICINE Student Affairs

### Service Pre-Approval

If volunteering or attending a community service event as a representative of SHSU-COM, it is required that prior approval is received. Submit the [Event Request Form](#) to the Communications & Events Specialist, [COM-Communications@shsu.edu](mailto:COM-Communications@shsu.edu).

### Tracking Service Hours

We believe in the importance of tracking what service our students participate in and how they are helping the local community. In order to do this, students are able to utilize the OrgLink platform to record service experiences through their individual user profiles. These service experiences can also be designated towards a student organization in which you are a member.

By logging your service experiences, you have the ability to track your community service involvements during your time at the SHSU-COM and we can quantify the number of hours students commit to serving the community. It allows individuals and organizations to have a record of service hours for future applications, recognition, and awards

**Submitting Service Experiences:** In order to submit service hours, follow the protocol below and include all the necessary information as part of your submission. Your submission will be reviewed by Student Affairs Specialists and the Department of Leadership Initiatives.

1. Log in to your SHSU [OrgLINK](#) account.
2. Click the grey circle with your initial in the upper right-hand corner.
3. From the drop down, click *Service Hours*.
4. Click *Add Service Hours*. You will then be prompted to input the information regarding your service experience, including your one organization of choice.
5. Be sure to have the following information ready at the time of your submission:
  - Contact information about your community affiliate, a description of the event, the date and times, and the organization name that the event would count toward.
  - You can only select one organization. If you did not complete the service on behalf of an organization, please select the *College of Osteopathic Medicine*.

**Guidelines:** In order for service hours to be approved and added to a student's comprehensive transcript, hours must meet the following criteria:

1. Submission must be approved by a representative of the Department of Leadership Initiatives or a COM Student Affairs Specialist.
2. Submissions must be completed within two months of service completion.
3. Submissions must be submitted one day at a time. For example, if a project took a week to complete, please submit the hours that were completed each day.
4. Submissions must include a detailed experience of what occurred and how this directly impacts a community rather than advancing an individual's own agenda.
  - i. The following items, or anything similar, will not be approved unless previously approved by the Department of Leadership Initiatives:
    - a. Tabling/working a student organization event



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- b. Donation of money/items
  - c. Services completed for family members (i.e. babysitting siblings, giving rides, etc.)
5. Submissions must contain a verification contact of a person that is directly connected with the agency in which you completed service. Verification contacts cannot be a member of your student organization or the advisor unless previously approved by the Department of Leadership Initiatives.
  6. Students who feel that their hours were wrongly denied may submit an appeal by emailing [com-sss@shsu.edu](mailto:com-sss@shsu.edu)