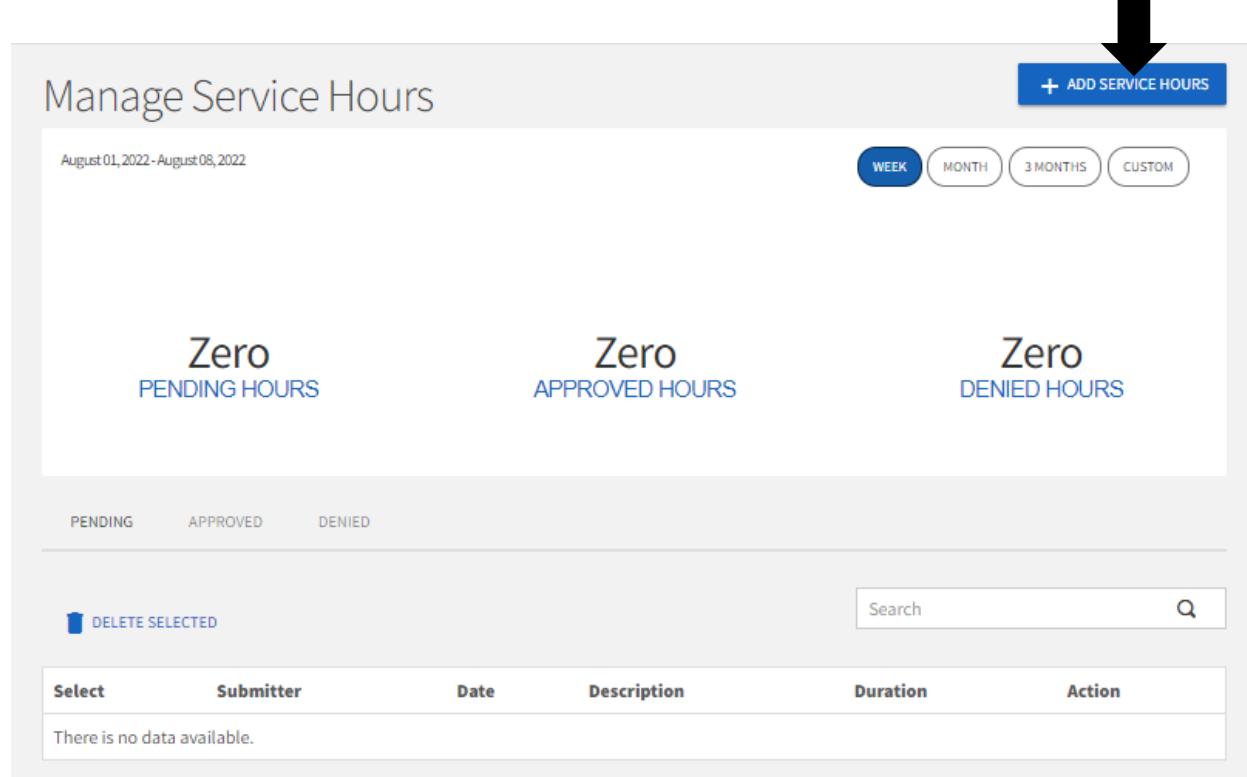


Service Hours

Depending on the type of organization you are in, you may have the ability to manually submit service hours that you would like to associate with a specific organization you are a part of. These service hours can be included on your co-curricular involvement record, allowing you to showcase your involvement in an organization or in the community. Note that you must be a member of an organization in Engage in order to add service hours within that organization.

Submitting on behalf of another member: As an officer of your organization who has full access to manage the Service Hours tool, you also have the ability to submit service hours on behalf of other organization members. To do so, click *Add Service Hours*. This provides you a different form with the ability to tie the submission to any member of your organization. Fill in the required and/or optional information and click *Create*. Service hours submitted by officers will be automatically approved.



The screenshot shows the 'Manage Service Hours' page. At the top right is a blue button labeled '+ ADD SERVICE HOURS' with a white plus sign. A large black arrow points downwards from the text above to this button. Below the button are four circular filters: 'WEEK' (blue), 'MONTH' (light gray), '3 MONTHS' (light gray), and 'CUSTOM' (light gray). The main content area displays three summary boxes: 'Zero PENDING HOURS', 'Zero APPROVED HOURS', and 'Zero DENIED HOURS'. Below these are three tabs: 'PENDING', 'APPROVED', and 'DENIED'. Under the 'PENDING' tab, there is a 'DELETE SELECTED' button with a trash icon and a search bar with a magnifying glass icon. A table header with columns 'Select', 'Submitter', 'Date', 'Description', 'Duration', and 'Action' is shown, followed by a message 'There is no data available.'

Fill out the information requested. Once the hours are submitted, a representative from the Department of Student Involvement: Leadership & Service will review and approve the submissions.

Note: Review the Student Organization Policy to ensure your student organization's hours will be approved.