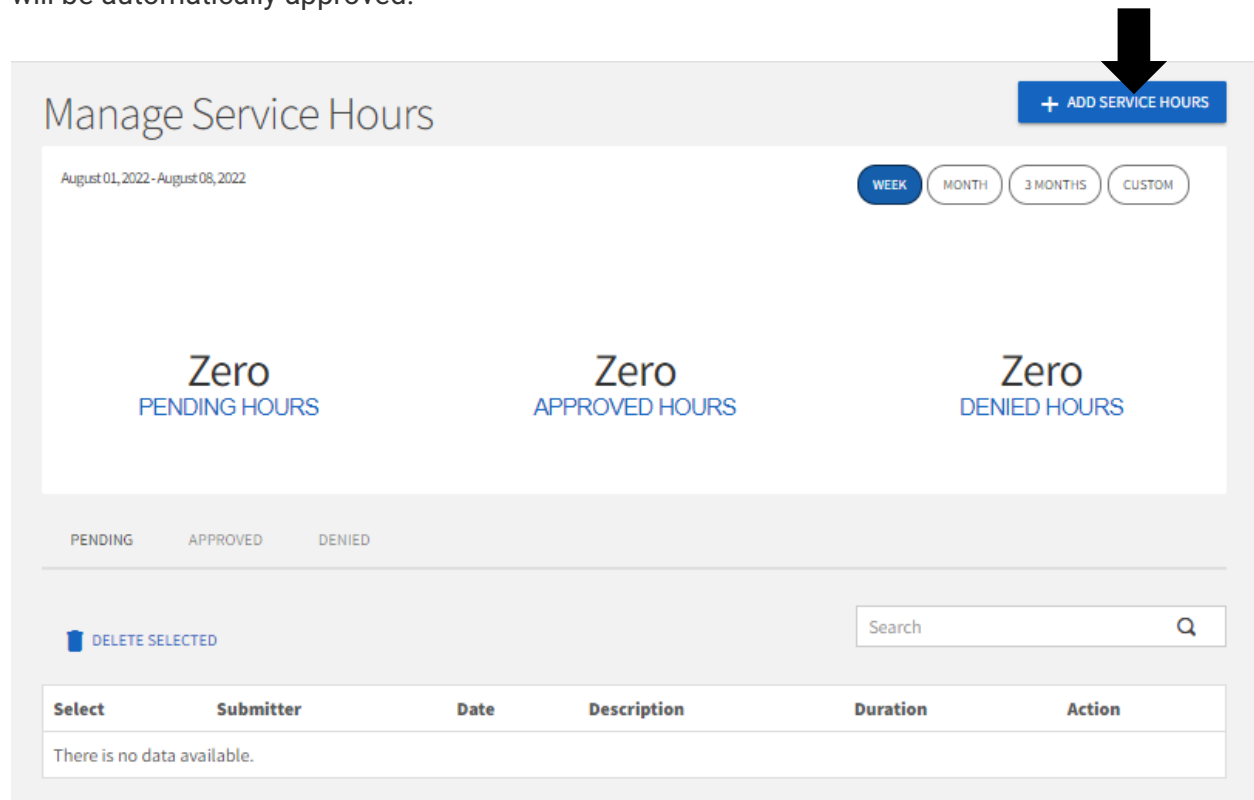



Service Hours

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.



Manage Service Hours

August 01, 2022 - August 08, 2022

WEEK MONTH 3 MONTHS CUSTOM

Zero
PENDING HOURS

Zero
APPROVED HOURS

Zero
DENIED HOURS

PENDING APPROVED DENIED

DELETE SELECTED

Search

Select	Submitter	Date	Description	Duration	Action
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.