Due to OrgLINK’s role as an official record of Sam Houston State University, the following guidelines for submitting community service hours have been set in place. 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.
2. Submissions must be completed within *two months* for 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.
   a. The following items, or anything similar, will not be approved unless previously approved by the Department of Leadership Initiatives:
      i. Tabling/working a student organization event
      ii. Donation of money/items
      iii. 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 *leadership@shsu.edu*