Report community engagement through a course

• General Workflow:

• 1. Log in to <u>GWServes.Givepulse</u>

- 2. Go to your course page
- 3. Click on Add Impact

• 4. Complete the Add Impact form



Step 1: Login to gwserves.givepulse

Use https://gwserves.givepulse.com/ not "givepulse.com" Use your shorter email (name@gwu.edu)





Step 2. Go to your course page



3. Click Add Impact

Add Impact button is here.

Note: Many courses will have community engagement project options listed for you here.

| | Erin Wentzell | | |
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| NGAGEMENT AND PUBLIC SERVICE | Manage 🔻 🛇 Join | | Faculty |
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| orge Washingto | n University / Courses / Classes / PT 8481 / Generation Community | | Wendy |
| ome Projects | People Imper Discussions Contact | | Admin |
| | | | Contact |
| About | | | |
| nd Public Servi | community engaged scholarship course. The Nashman Center for Civi e is happy to support you. | c Engagement | Share With Friends |
| lease review th | a projects below for service opportunities. | | |
| o assist your i | n creating project teams, use THIS FORM to indicate you | r top choices. | |
| ourse | | | 🛠 Invite |
| 1 0401: Interpr | or Community Fracticum - (50620) | | |
| ummer 2023 | | | A few people you will meet |
| tats | | | |
| 45 People I | 🚯 126 Impacts 🥝 519 Hours | | |
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| COMMUNITY | Biking Buddies Clinic Premier Pediatric Therapy Source is a VA based PT. OT and SLP | Open | |
| | | Opportunity | |
| THE HONEY W NASHMAN CENTER FOR OVIC ENGAGEMENT AND PUBLIC SERVICE | clinic that puts on Biking Buddies clinics to help children learn how to ride | Opportunity | |
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PT 8481 Interprof Community Practicum

4. Complete the form



First, identify the community organization you served with.

1. Check this menu. If your community organization is there, select it and skip the next slide.

 If your community isn't on the list, click Change Group and review the next slide.

Identify the community organization you worked with/served

THE GEORGE WASHINGTON UNIVERSITY WASHINGTON, DC Add Impact Track your community engagement **Q** Find the group or organization where you made an impact Can't find it Select where in the community you made an impact by "clicking" on its name within 20 m les of 20052 DC Central Kitchen Q My Groups Causes Type **DC Central Kitchen** 1.89 miles away Washington, DC DC Central Kitchen is America's leader in reducing hunger with recycled food, training unemployed adults for culinary careers, serving healthy...

Search by their name and click if they appear

OR

If your community organization doesn't appear, use the "Can't find it?" button to manually write-in their name.

Next,

Indicating yes will produce a dropdown menu to select your course.

Verifier Options:

- If the community organization you worked with can verify your service, select them.
- If your professor is a better person to verify, change to them
- When in doubt, you can always select the GWServes staff

| Group |
|-------|
| Group |
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Provide the start and end date of your project (this can be an estimate)

Estimate the amount of time you dedicated to this project (see the next slide for clarification)

Select the Pathway that best describes your work.

BRIEFLY, describe what you did for the project (e.g. math tutoring, provided research, or helped plan/implement a donation drive).

What did you learn from this project? How did you benefit?

| Date | | + Time | — Date |
|-----------------|---|------------------------------|---------------|
| Start Date * | End Date | | |
| • 03/12/2025 | 03/12/2025 | | |
| Impact Type | & Measurement | | |
| Time | Hours * | | |
| Requested Ir | formation | | |
| Which Pathway | o Social Change best describes your project? * | | |
| What was the in | pact for the community? (What did you do with o | or for this organization?) * | |
| | | | |
| | | | |
| What was the in | pact on you? (What did you learn or gain?) * | | |

Estimating your Time

If you serve two hours, twice per week, you can make a single Add Impact report, One report for your entire entering the beginning and end date and calculating the total hours. Check with your project is fine in most cases professor to confirm how often they prefer you report your time. DO report: Time spent preparing Attending orientation/training or educating yourself about the community and social to serve well issue. For deliverables, report all However, do not report time spent acquiring the general skills to create the deliverable. activities: initial research, For a grant-writing class, the time spent learning how to write grants is not reported, but time spent writing and editing a community organization's grant is. writing, editing, etc. Do not report: travel time to the

service site

You may skip any item that doesn't have a red asterisk, including this entire section.

Notes that you only want to share with the community partner (kindly given feedback for example) can go here.

| About Your Experience | | |
|---------------------------------|------|--|
| Rate your experience | | |
| Review, Reflection and Feedback | | |

This will be publicly visible unless marked as private below. If private, only you and the organizers of the event/group will be able to view this.

Personal Notes

Personal notes are private and only viewable by you

Attachments

(File types: jpg, jpeg, png, gif, ppt, odt, xls, xlsx, csv, rtf, pdf, txt, doc, docx, zip)

+ Add Attachment

Last Step: Where to Share?

Let other campus groups know about your project by sharing your report to them here.

Student organizations
Your academic department or
School

Privacy: A brief note from your Add Impact report will appear on the community organization's Givepulse page unless you make your impact private.

| Sharing and Privacy Settings |
|---|
| Share this impact if you participated or served with another group or organization. |
| George Washington University |
| Go to My Groups to update settings |
| Make your impact private?* |
| ○ _{Yes} |
| No |
| Private Impacts are visible to you and groups you share with |
| |

Add Impact

Making Changes to an Add Impact report

You can always fix mistakes or make changes, for example extend the dates and add time.



Making Changes to an Add Impact report

| THE GEORGE WASHINGTON UN WASHINGTON, DC | NIVERSITY | | |
|--|---|---|---|
| WerImpactsImpactsImpacts20028.25 Total Hours\$0 Total Verified | HOURS GROUPS ? 28 83 | Impacts ? | Step 2: Choose the impact to change and use the dropdown arrow menu to "Update" |
| Gave (2) 3.00 hours of | e to DC Central Kitchen ☐ Pend on 11/16/2024 with George Washington Univ | Print Summary Print Summary Versit Versit Comment | |

What else can Givepulse do?

If you are interested in more community engagement opportunities, use the Explore tab to search other community groups GW students have served with.

- Groups will search organizations
- Events will search specific volunteer projects those organizations have posted.



Thank you!

• Email us: gwserves@gwu.edu

• Visit our website: <u>serve.gwu.edu</u>

- Sign up for our weekly newsletter:
- <u>https://serve.gwu.edu/nash</u>
 <u>man-news</u>

