

How to report community engagement at GW

General Workflow:

1. Log in to GWServes.Givepulse
2. Click on **Add Impact**
3. Complete the **Add Impact** form



The background of the slide is a map of Washington, D.C., overlaid with a heatmap. The heatmap uses a color scale from green (low density) to red (high density) to show areas of high community engagement. High-density red areas are concentrated in the downtown core, including the areas around the White House, the U.S. Capitol, and the National Mall. Other notable red areas are in the Georgetown and Adams Morgan neighborhoods. The map also shows major roads, parks, and landmarks like the Smithsonian National Zoological Park and the Pentagon.

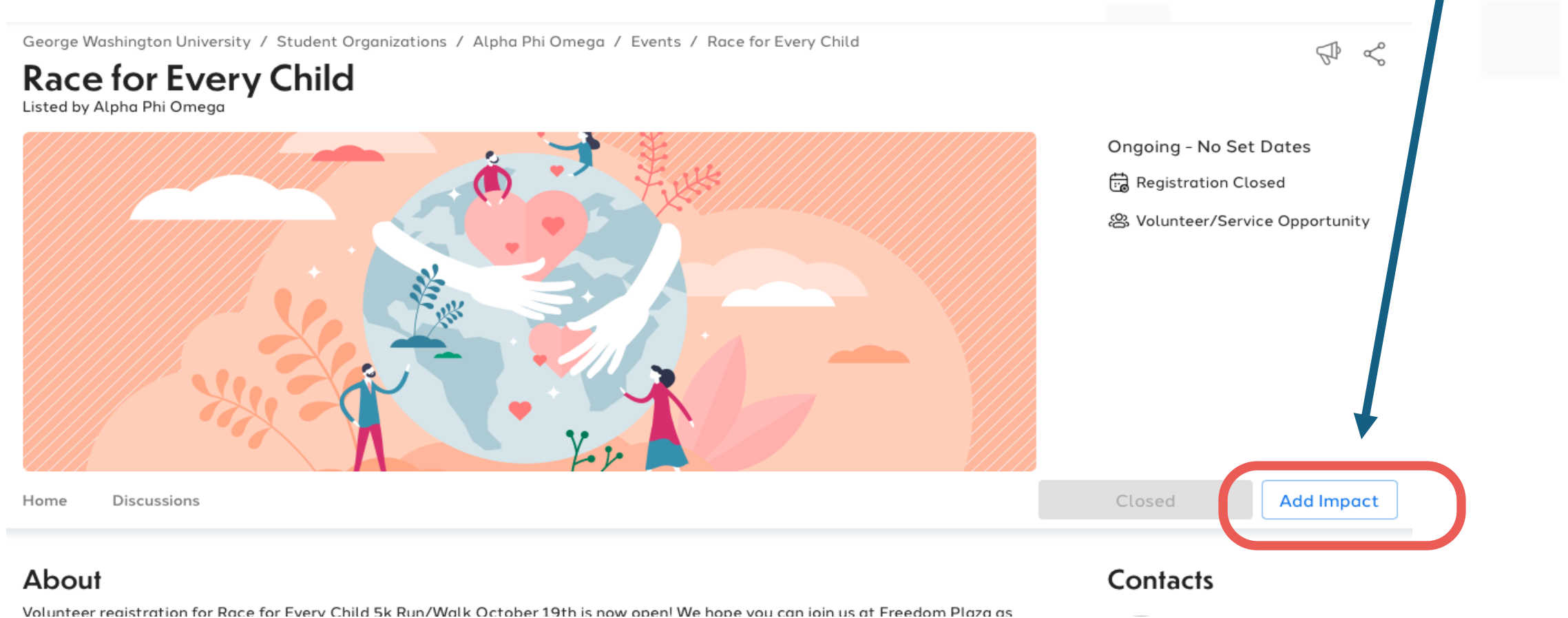
GW
SERVES
SERVE. LEARN. LEAD.

Alternative: A Pre-made Project Page

Student groups, courses, and campus programs often create a page for you to report from. These pre-fill your Add Impact form with much of the information needed for your report.

If your project was organized by a GW group or course, use the link they provided and click Add Impact from there.

[Skip ahead for instructions to Add Impact \(slide 6\)](#)



The screenshot shows a Facebook event page for 'Race for Every Child'. The breadcrumb trail at the top reads: 'George Washington University / Student Organizations / Alpha Phi Omega / Events / Race for Every Child'. The event title is 'Race for Every Child', listed by 'Alpha Phi Omega'. The main image is an illustration of a globe with two large hands holding it, surrounded by people and hearts. On the right, the event status is 'Ongoing - No Set Dates', 'Registration Closed' (with a calendar icon), and 'Volunteer/Service Opportunity' (with a group icon). At the bottom, there are tabs for 'Home', 'Discussions', 'Closed', and 'Add Impact'. The 'Add Impact' button is highlighted with a red rounded rectangle. A blue arrow points from the text above to this button. Below the 'About' tab, the text reads: 'Volunteer registration for Race for Every Child 5k Run/Walk October 19th is now open! We hope you can join us at Freedom Plaza as'.

George Washington University / Student Organizations / Alpha Phi Omega / Events / Race for Every Child

Race for Every Child
Listed by Alpha Phi Omega

Ongoing - No Set Dates
📅 Registration Closed
👥 Volunteer/Service Opportunity

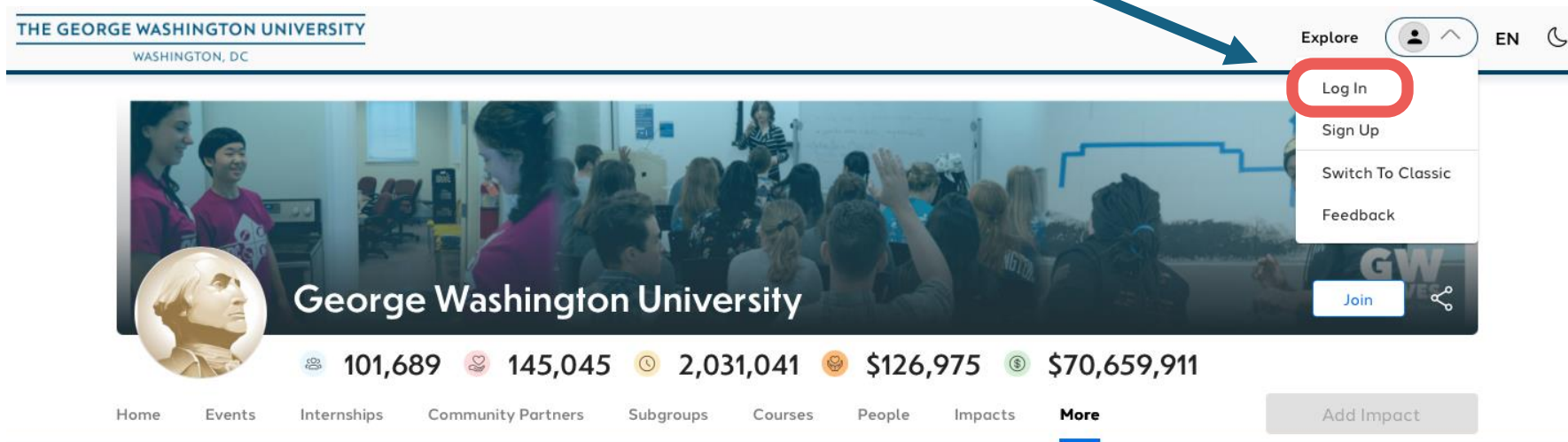
Home Discussions Closed **Add Impact**

About
Volunteer registration for Race for Every Child 5k Run/Walk October 19th is now open! We hope you can join us at Freedom Plaza as

Contacts

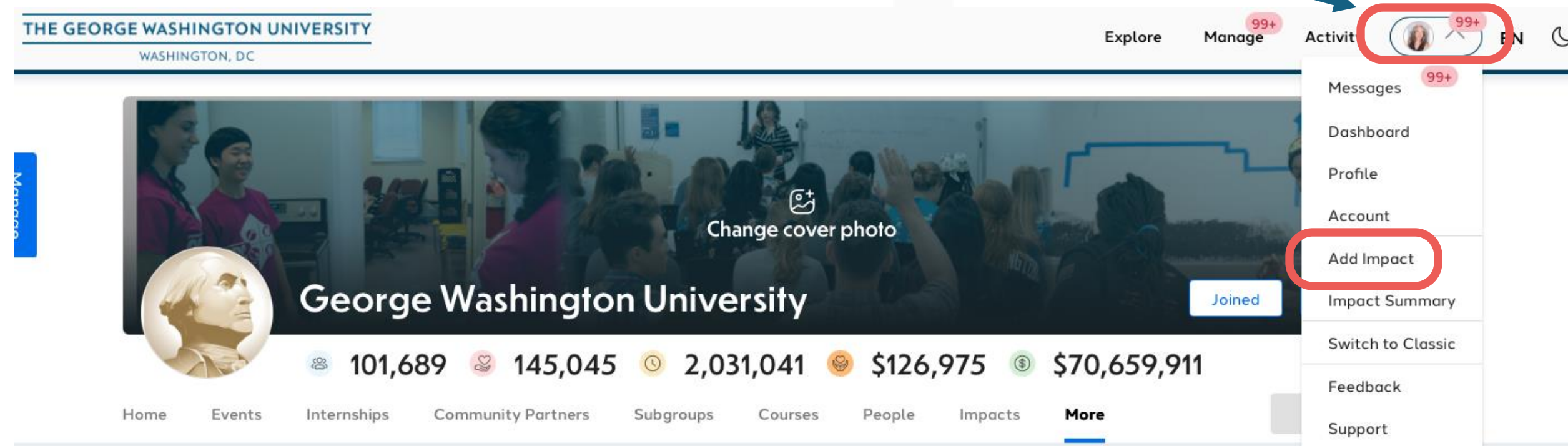
Step 1: Login using short email (name@gwu.edu)

Use <https://gwserves.givepulse.com/> not “givepulse.com”



The screenshot shows the login interface. The 'Log in via GWU' button is highlighted with a red oval. Below it is a link for 'click for more options'. There are three main login buttons: 'Log in with Facebook', 'Log in with Google', and 'Single Sign On (SSO)'. Below these is a link for 'Forgot Password'. At the bottom, there is a 'Log In' button and a link for 'Don't have an account? Sign Up'.

Step 2. Click on Add Impact



The screenshot shows the Facebook profile of The George Washington University. The header includes the university's name and location. The main section features a cover photo of students and a profile picture of the university's founding figure. A blue arrow from the title points to the 'Add Impact' button in the activity menu. The menu is open, showing options like Messages, Dashboard, Profile, Account, Add Impact, Impact Summary, Switch to Classic, Feedback, and Support. The 'Add Impact' button is highlighted with a red circle.

THE GEORGE WASHINGTON UNIVERSITY
WASHINGTON, DC

Explore Manage 99+ Activity 99+

Messages 99+
Dashboard
Profile
Account
Add Impact
Impact Summary
Switch to Classic
Feedback
Support

Change cover photo

George Washington University

Joined

101,689 145,045 2,031,041 \$126,975 \$70,659,911

Home Events Internships Community Partners Subgroups Courses People Impacts More

Step 3

Find the community organization you worked with/served

Search by their name and click if they appear

OR

If your community organization doesn't appear, click "Can't find the group?" and write-in the name of the community organization you served with.

Where did you make an impact?

Select where in the community you made an impact by "clicking" on its name:

Name of the group or organization

DC Central Kitchen

Based Off Your Activity



DC Central Kitchen | Washington, DC, United States



Civic House First Year Cohort | Washington, DC, United States



Serve Your City Ward 6 Mutual Aid | Washington, DC, United States



Age Friendly DC | Washington, DC, United States



District Of Columbia Public Schools | Washington, DC, United States



DC Employment Services | Washington, DISTRICT OF COLUMBIA, United States

Additional Suggestions



World Central Kitchen Inc | Washington, DC, United States

[Can't find the group? Create a 'Write-In' Impact](#)

Step 4

Indicate the date/date range of your service and the amount of time. Unless otherwise instructed, a timesheet isn't necessary, just estimate.


In this example, the student served several shifts in the month of July. This can be shared in a single report.

See next slide for questions regarding time estimates.

Impact Details

[Switch to Timesheet](#)

Impact Type


 Time

▼


Start Date*

End Date*

07/01/2025



07/31/2025



Duration

12 hr

0 min

Estimating your Time

One report for your entire project is fine in most cases

If you serve two hours, twice per week, you can make a single Add Impact report, entering the beginning and end date and calculating the total hours.

DO report: Time spent preparing to serve well

Attending orientation/training or educating yourself about the community and social issue.

For deliverables, report all activities: initial research, writing, editing, etc.

However, do not report time spent acquiring the general skills to create the deliverable. For example: In a grant-writing class, the time spent learning how to write grants is not reported, but all time spent on research, writing and editing a community organization's grant is.

Do not report: travel time to the service site

Step 5: Share

Who should see your report?

- If the service was for a course, use the menu here so your instructor will see your report.

Consider also sharing your report with:

- Student organizations
- Your academic department or school

Course Engagement

Share Courses

Select courses to share this impact with

Share

Share Groups

Share this impact if the project was also with another campus group or community organization.

Columbian College of ... ✕

Courses ✕

George Washington U... ✕

Honey W. Nashman Ce... ✕

Step 6: Complete Remaining Items

Briefly share what you did for this service project and reflect on how you benefited from the experience.

Upload photos or documents related to the project (optional).

If marked private, only the places you shared the report with (last slide) can access this report.

About your experience

What was the impact: for the community and for you?

This is a two-part question: 1) What did you do for the community? What were the outcomes? 2) What was the impact on you - what did you learn or how did you benefit?

0 Words

Attachments

Upload files associated with this impact. Photos, receipts, etc



Personal Notes

Personal notes are private and only viewable by you

0 Words

Rate Your Experience



Make Private?

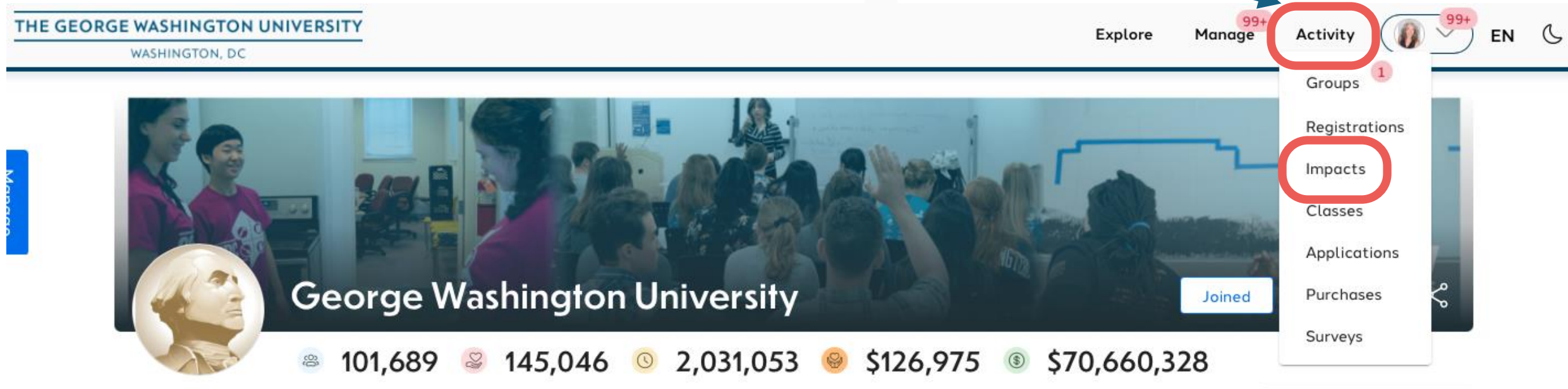
Private impacts are visible to you and the administrators of the groups you share with

☒ No ☐ Yes

Making Changes to an Add Impact report

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

Step 1: View your existing impacts under the Activity menu, and select Impacts



Making Changes to an Add Impact report

Step 2: Choose the impact to change and click on “Update”

Impacts

Search Impacts

Date

Causes

Skills

Group

Status

Type



12 hours

to DC Central Kitchen

Jul 1, 2025 - Jul 31, 2025

Pending

 Verification Log

 Update

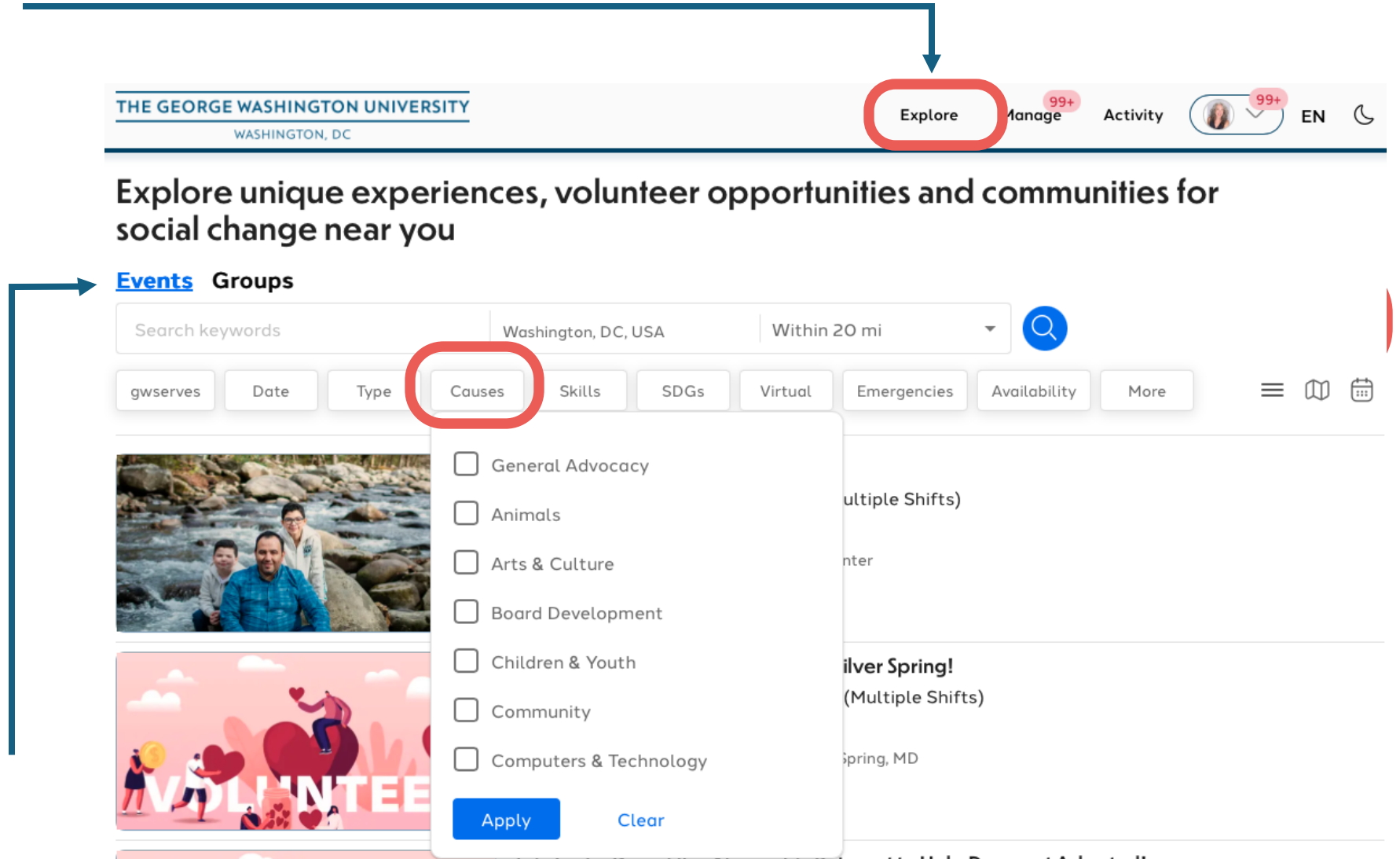
 More Options



What else can Givepulse do?

If you are interested in finding 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.



TROUBLE-SHOOTING

IF GWSERVES ISN'T RESPONDING AS IT SHOULD, YOU MIGHT UNINTENTIONALLY HAVE TWO ACCOUNTS: NAME@GWU.EDU AND NAME@EMAIL.GWU.EDU.

IT'S EASY TO MERGE THEM:

1. DETERMINE WHICH ACCOUNT YOU ARE CURRENTLY LOGGED IN UNDER (YOU MAY NEED TO LOG OUT AND LOG IN AGAIN)
2. GO TO YOUR ACCOUNT SCREEN FROM THE "HI NAME" MENU.
3. CHOOSE MERGE ACCOUNTS
4. ENTER THE EMAIL ACCOUNT YOU ARE NOT CURRENTLY LOGGED IN AS AND CLICK THE BLUE MERGE ACCOUNTS BUTTON.

IF YOU'RE STILL HAVING TROUBLE, EMAIL GWSERVES@GWU.EDU

The screenshot shows the GivePulse account management interface for Wendy Wagner. The top navigation bar includes 'THE GEORGE WASHINGTON UNIVERSITY', 'WASHINGTON, DC', and user options like 'English', 'Explore', 'Manage 920', 'My Activity', and 'Hi Wendy'. The sidebar on the left lists various account management options: Basic Info, Additional Info, Contact Info, Emergency, Relationships, Education & Fellowship, Boards & Commissions, Research, Causes & Skills, Settings, Requested Data, Notifications, Link to Facebook, Change Password, and Merge Accounts. The main content area displays 'Wendy Wagner' with a 'Merge Your Accounts' button and a 'Merge Accounts' section. The 'Merge Accounts' section includes instructions, steps, and a list of items to be merged. A red circle highlights the 'Merge Accounts' button in the sidebar. Another red circle highlights the 'Account' option in the 'Hi Wendy' dropdown menu. A third red circle highlights the 'Enter email address of account to merge over' input field in the 'Merge Accounts' section. A blue button labeled 'Send Merge Accounts Email' is also visible. Dashed arrows indicate the sequence of steps: from the 'Account' option to the 'Merge Accounts' button, and then to the email input field.

Thank you!

- Email us:
gwserves@gwu.edu
- Visit our website:
serve.gwu.edu
- Sign up for our weekly newsletter:
- <https://serve.gwu.edu/nashman-news>

