GW | Honey W. Nashman Center for Civic Engagement and Public Service

COMMUNITY ENGAGED SCHOLARSHIP

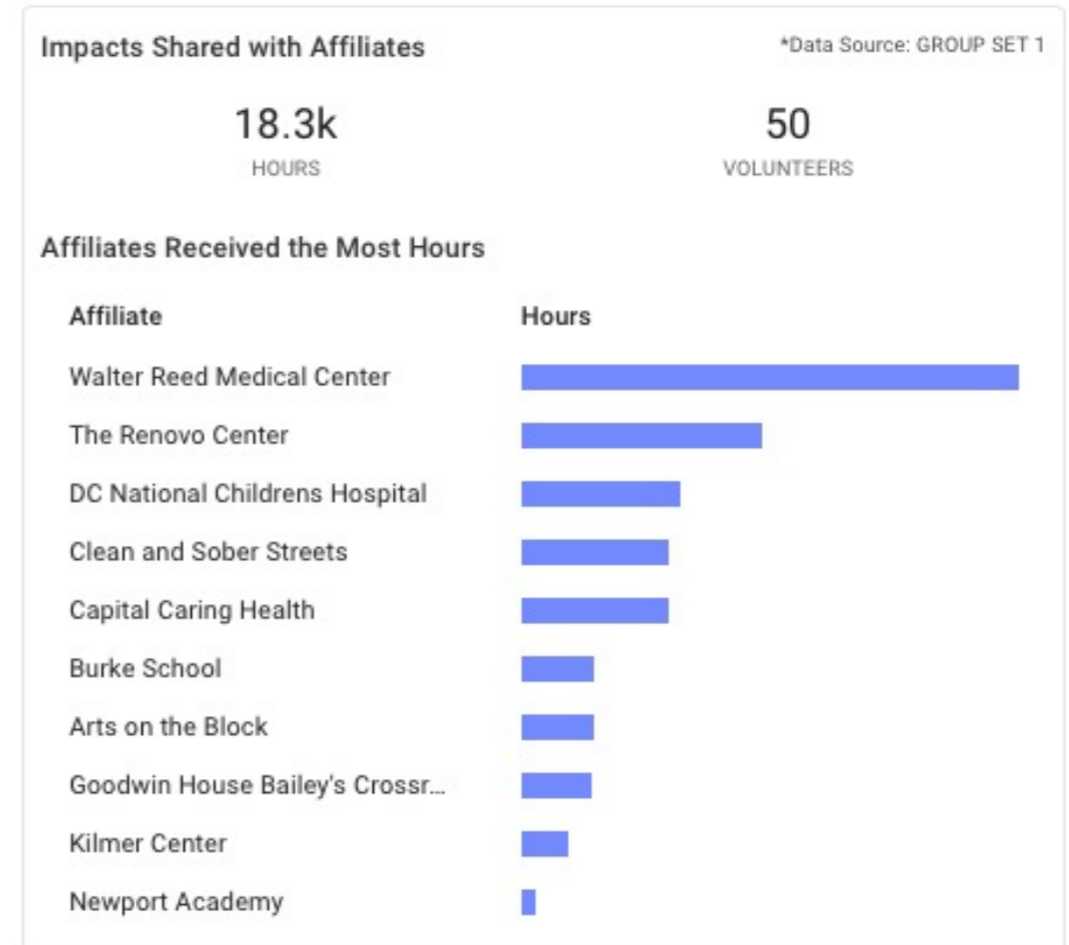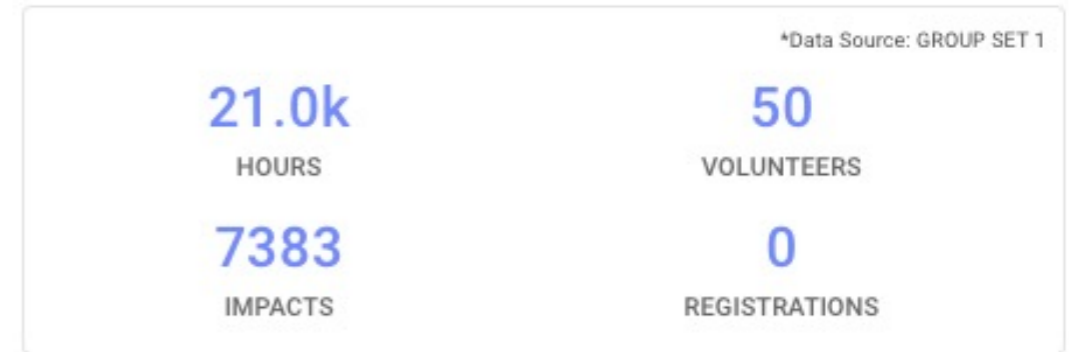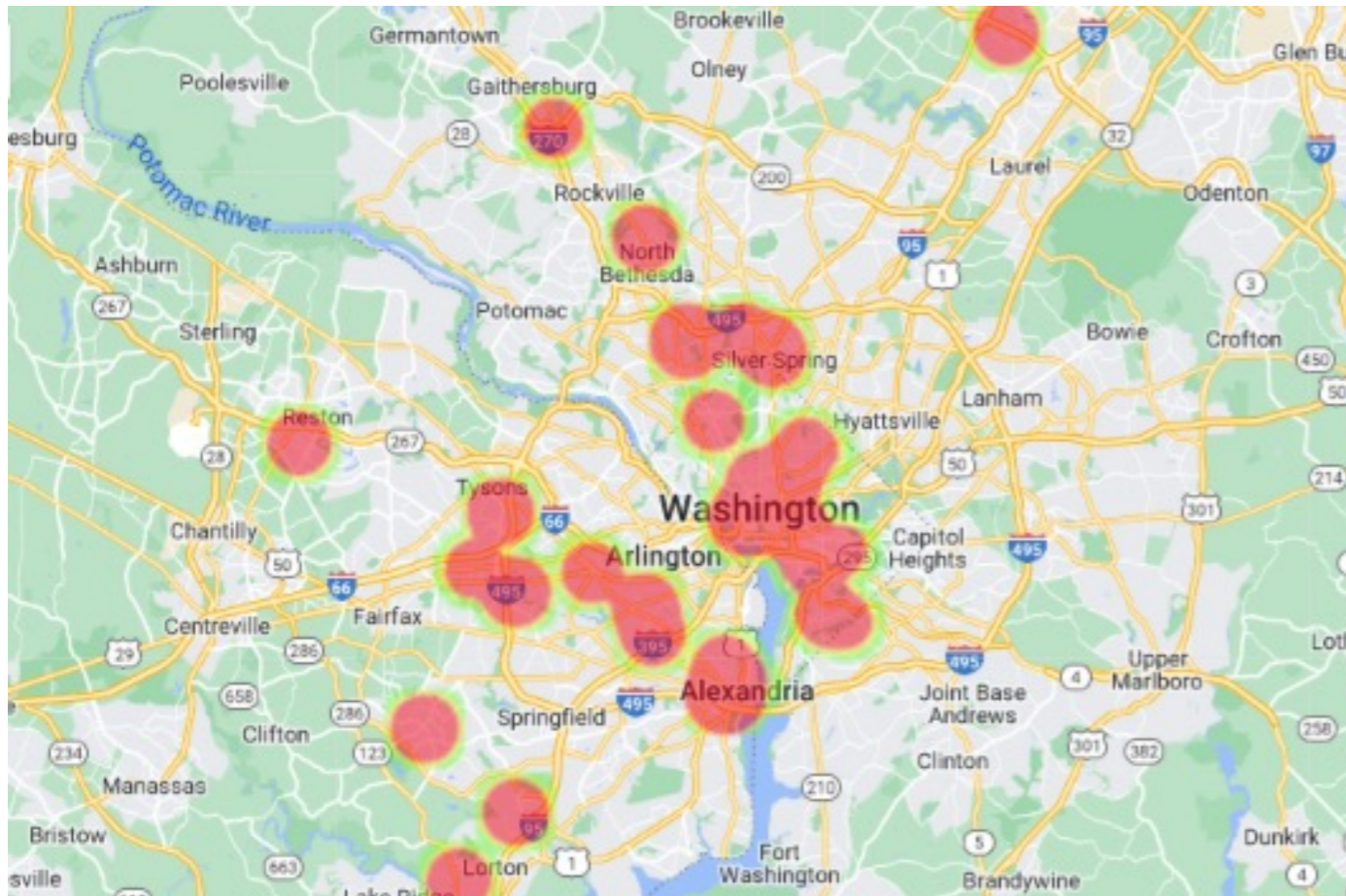THE COMMUNITY ENGAGEMENT PLATFORM
ANALYZING COLLECTIVE IMPACT

Volunteer Portal: Find Service Opportunities

Report Service to Instructors & Community

Summarize all your Community Engagement for Awards

Why Report Community Engagement?

GWserves facilitates reporting who is doing what, where, and with what community partners

Affiliates Received the Most Hours	
Affiliate	Hours
Walter Reed Medical Center	
The Renovo Center	
DC National Childrens Hospital	
Clean and Sober Streets	
Capital Caring Health	
Burke School	
Arts on the Block	
Goodwin House Bailey's Crossr...	
Kilmer Center	
Newport Academy	

21.0k HOURS
50 VOLUNTEERS
7383 IMPACTS
0 REGISTRATIONS
*Data Source: GROUP SET 1

Impacts Shared with Affiliates *Data Source: GROUP SET 1
18.3k HOURS
50 VOLUNTEERS

Causes Distribution

Sample data from GW's Art Therapy program: 9/1/21 to 9/1/22

Why Report Community Engagement?

Collective Impact

Reporting drives collaboration and effectiveness by connecting engagement by students and faculty across GW's departments and programs.

Free Minds Book Club & Writing Workshop builds community to foster personal development and systems change for justice-involved youth and adults through the literary arts, workforce development, trauma healing, peace-building, and member-led advocacy.

GW Programs / Courses Engaged with **Free Minds**	Students/Faculty Engaged
GWupstart Social Innovation Grants program: Emily Zhang, Projects for Peace	1
CGD 2091 Design Studio II, Maria Habib *(note: students designed the Free Minds branding materials, including the logo above)*	5
HSSJ 2170 Prof Relationships & Human Services, Tina Abrefa-Gyan	4
CGD 2060 Typography II, Sharmila Karamchandani	10
UW 1020 University Writing, Phyllis Ryder	14
UW 1020 University Writing, Pam Presser	11
COMM 1041 Interpersonal Communications, Abbie Weiner	2
PUBH 2117 Service Learning in Public Health, Sara Wilensky	2

What to Report?

DO Report	Do NOT Report
Time spent on any activity assigned to you by a community partner or related to the project your are doing with them.	Traveling to/from a service site, unless the travel is part of the related activity, e.g. a tour that is part of an orientation, or supervising school children on a bus to the service site
Activities related to creating products for the community partner, e.g. grants, brochures, websites	Reflection activities, assigned or otherwise, e.g. writing field notes or reflective journal entries
Planning, doing research, or preparing for activities when necessary to complete assigned tasks.	Time spent learning the course-based skills used to complete the project.
For example: if you are presenting research to your community partner. The time reported should reflect not just the 30 minute presentation to the community, but all the time spent preparing the presentation, making visual aids, and rehearsing it.	*For example, if you are conducting interviews for a program evaluation. The time you spend in class learning how to conduct an interview in general SHOULD NOT be reported. The time spent preparing to conduct the actual interviews for your service project, SHOULD be reported as time toward your service project.*

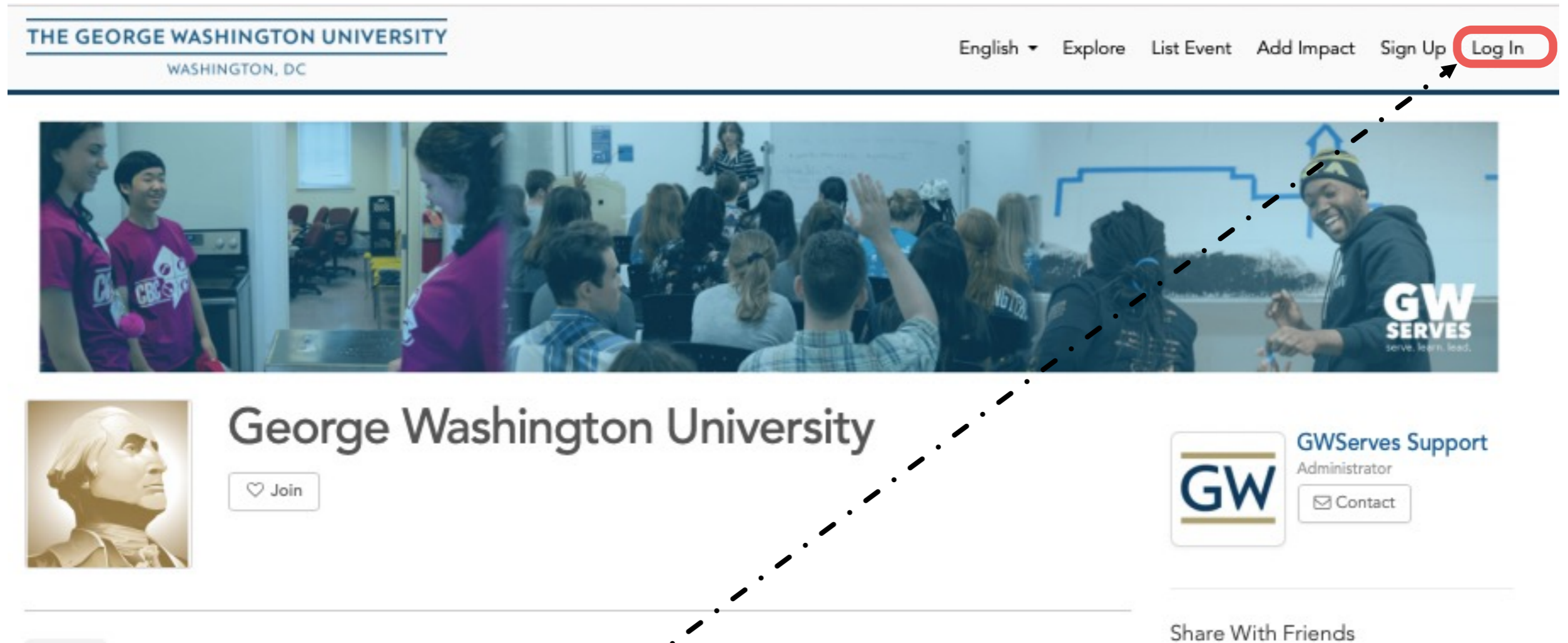# Steps to GWServes Reporting

If Course has Projects

- Login
- Go to Course Page from "My Activity" menu
- Click on your Project
- Click on "Add Impact"
- Complete the short form and submit

If Course doesn't have Projects

- Login
- Use "Explore" to search for your community organization
- On their page, click "Join"
- Click on "Add Impact"
- Complete the short form and submit

* If your community partner doesn't have a GWServes page, Click "Add Impact" from your Course page, and for the first question, click "Can't Find It."

1. Log in: GWserves.givepulse.com

GW Single Sign-on

**Use the same login and password as GW email**

2. Find Course Page

Click "My Activity" and "Classes" to see the link to your community engaged scholarship course
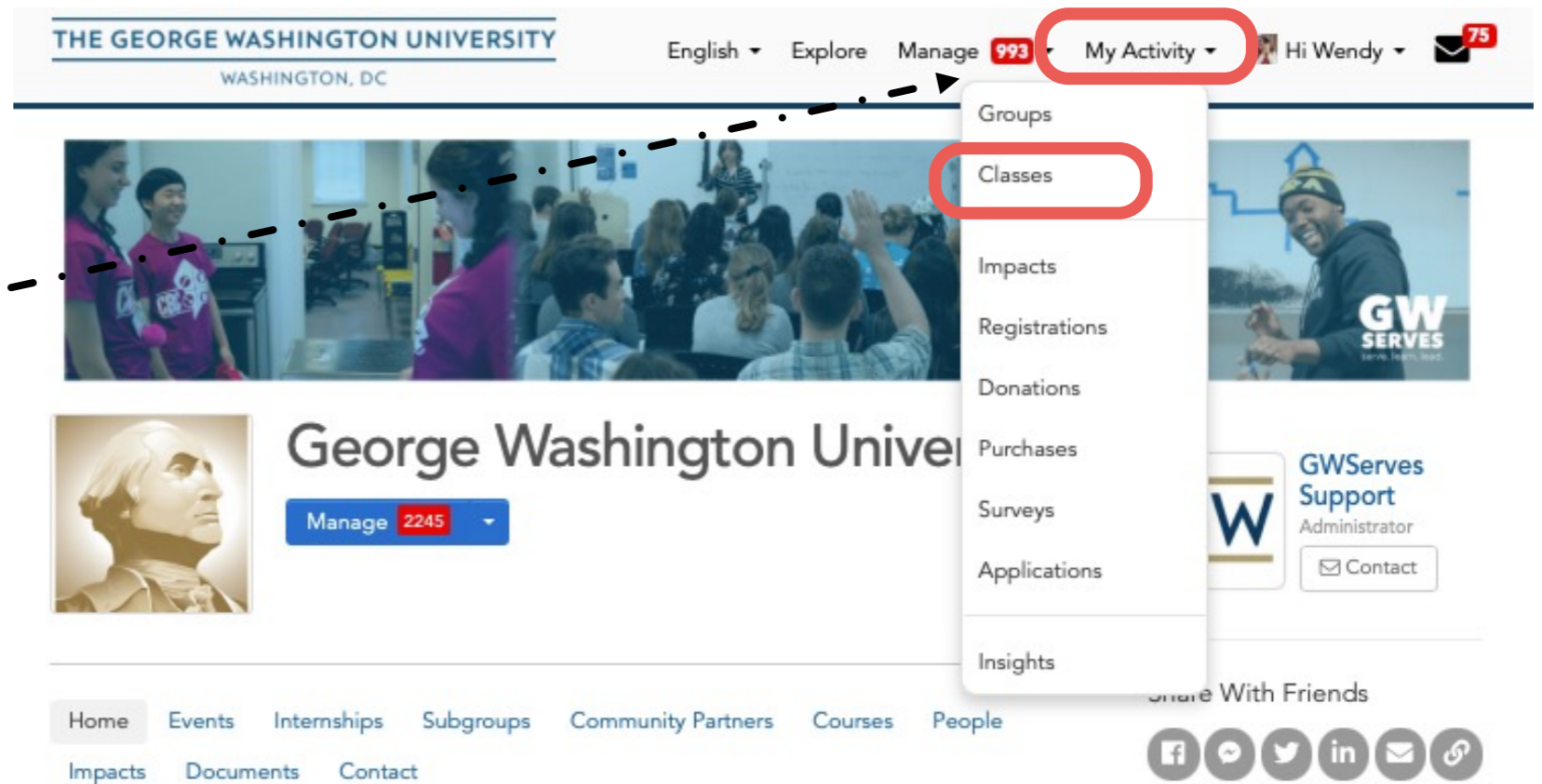
Your course *might* have a list of community organizations your instructor has pre-approved as a good fit for the learning goals of the course.

In this case, click the links on your course page to explore community organizations you might work with.
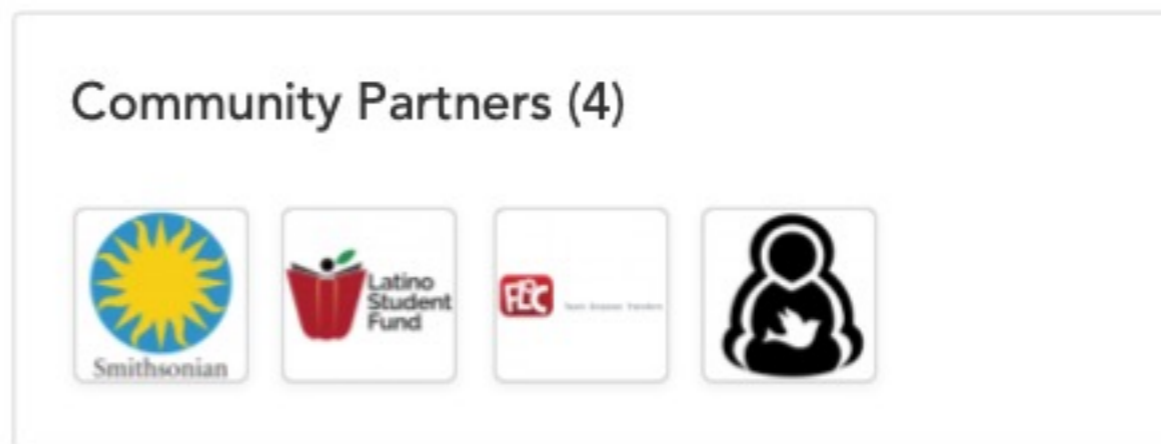
3. If Course has Projects, Find Yours

On the course page, scroll down to the "Projects" section.

Projects

🔍 Search [Search] [Clear] ☰ 🌐 📅

[Events To Show] [Type] [Age Limit] [Causes] [Skills] [Virtual/Remote] [More] [Sort]

Click on the Project you worked on.

FOODPRINTS

FoodPrints Volunteering
Posted by *FRESHFARM FoodPrints*
FoodPrints integrates gardening, cooking, and nutrition education into the curricul...

Open Opportunity
👥 Community

👤 **12** Remaining

GroW Garden: GW Course Service Opportunity
Posted by *GroW Garden*
This service opportunity is intended for GW student volunteers. The GroW Community ...

Open Opportunity
👥 Subgroup

👤 **90** Remaining [photos] +3

From the resulting Project page, click "Add Impact." Typically there is no need to Register, but check the Project Description to be sure.

FOODPRINTS

FoodPrints Volunteering

📅 Open Opportunity

FRESHFARM FoodPrints / Events / FoodPrints Volunteering

[Home] [Contact] [Register]

About

FoodPrints integrates gardening, cooking, and nutrition education into the curriculum at partner schools in Washington, DC. Volunteers help teach hands-on lessons that get students excited about growing, preparing and enjoying fresh, local whole foods. FoodPrints brings science, math and social studies to life; with the goal of improving health outcomes of children and families.

[Register]

[Add Impact]

F **Shayna Druckman**
Administrator
✉ Contact

Share With Friends

f 💬 🐦 in ✉ 🔗

✈ Invite   👁 Promote

3. If Course Does Not have Projects: Find/Join Community Organizations

To find community organizations: Click "Explore"

THE GEORGE WASHINGTON UNIVERSITY
WASHINGTON, DC

English ▾   Explore   Manage **916** ▾   My Activity ▾   Hi Wendy ▾

George Washington University

Manage **2165** ▾

GWServes Support
Administrator
Contact

Home   Events   Internships   Subgroups   Community Partners   Courses   People   Impacts   Documents

Contact

Share With Friends

On the Explore page, search by key word or explore the tags for Causes and SDG's

THE GEORGE WASHINGTON UNIVERSITY
WASHINGTON, DC

English ▾   Explore   Manage **993** ▾   My Activity ▾   Hi Wendy ▾

Explore volunteer opportunities and communities near Washington, DC

DC Central Kitchen   🔍   within 20 miles of 20052   Events   Groups

wserves   Emergencies   Type   Causes   SDGs

Click on the group you are searching for to see their GWserves page.

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...

Join Group Pages, Step Two

Click the Join button for this group.

Repeat this step with other community organizations and with GW programs and student groups

When you join a group's page:

- **They will appear in your list of "Groups" which makes it easier to share impact reports on your work with them**

- **You will appear in their "People" section**

If you partner regularly with a community organization that is not on GWServes, let us know (gwserves@gwu.edu). We would be happy to reach out to them about joining the platform (which is free for them).

4. Click "Add Impact" to Report Community Engagement Activities

Click the green "Add Impact" button that appears on any community partner, course, or GW group page.

OR

Click Add Impact from the drop-down menu.

5. Complete the Add Impact Form

The first question is asking for the name of the community partner organization

Search My Groups to find it quickly

If your community partner organization does not have a page on this platform:

Click the "Can't find it?" button.

You will be prompted to provide the organization's name and the name/email of a contact person.

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WASHINGTON, DC

English ▾   Explore   Manage 920 ▾   My Activity ▾   Hi Wendy ▾   ✉ 75

Add Impact
Track your community engagement

📍 Where did you create the following Impact?   Can't find it?

Keyword Search   🔍   within 20 miles of 20052

My Groups   Type   Causes

If Community Organization isn't on GWServes

If your community partner doesn't have a page on GWServes, click the **"Can't find it" button**, which results in this page.

Add the name of the group (or person) you worked with.

Verifier: Check with your instructor.
- In some cases, add the name and email of the community member you worked with
- In some cases, use your instructors instructor's name/email

The Add Impact Form

Any item without an * can be skipped.

Verifier: <u>Check with your instructor.</u>
- In most cases, you will leave the Verifier as-is
- In some cases, click the blue link to add contact info and enter your instructor's name/email

Dates and Hours are your best estimate.

What was the Impact?
Be brief here. If you have longer descriptions elsewhere (e.g. webpages, news articles, reports, journal articles, photos) link to them here or upload them as an attachment.

Pathway of Service
Choose the option that best fits your project.

Verification

Select Verifier*

Aselin Flowers

Missing from the list? Click here to add contact info.

Date

— Time — Date

Start Date *   End Date

09/15/2022   09/15/2022

Start Time   End Time

12 00 pm   2 00 pm

Impact Type & Measurement

Time ▾   [   ] Hours *

Requested Information

What was the Impact?

What was the impact for the community? (What did you do with or for this organization?) *

[   ]

What was the impact on you? (What did you learn or gain?) *

[   ]

What type of service did you do? *

For more information about the pathways of service visit serve.gwu.edu/service-hours

○ Community Engaged Learning and Research
● Community Organizing and Activism
○ Direct Service
○ Philanthropy
○ Policy and Governance

The Add Impact Form

Any item without an * can be skipped.

If you like, upload documents like photos or reports.

Sharing

- The report will automatically share with your course instructor and the community organization you reported above
- To add other groups to share the report with, click here and start typing. It will auto-fill from the list of groups you have already joined

Consider sharing with:
- GW groups like your School/Dept
- Other community organizations involved in a larger collective effort
- You need to have "joined" these groups first

Click the Green Button to submit the report.

About Your Experience

Review, Reflection and Feedback

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

Sharing and Privacy Settings

Share this impact if you participated or served with another group or organization.

Select: All | None

| × George Washington University |
| × Honey W. Nashman Center for Civic Engagement and Public Service |
| × GW School of Medicine and Health Sciences (SMHS) |

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

Update an Existing Impact Report

Impacts can be updated at any time to extend the time of the project or add new information (e.g. as community outcomes are realized or journal articles are published).

Use the My Activity menu to select "Impacts"

**For the Impact you'd like to update, click the down arrow to see the menu and choose "Update"**

Trouble-Shooting

If GWServes isn't responding as it should, most of the time the problem is one of the following.

1. Be sure you have bookmarked your browser to GWserves.givepulse.com

Do not search your browser for "givepulse." That will take you to a nation-wide platform, not GWserves.

2. Have you logged in? Instead of "Hi Name" it will say "Log in"
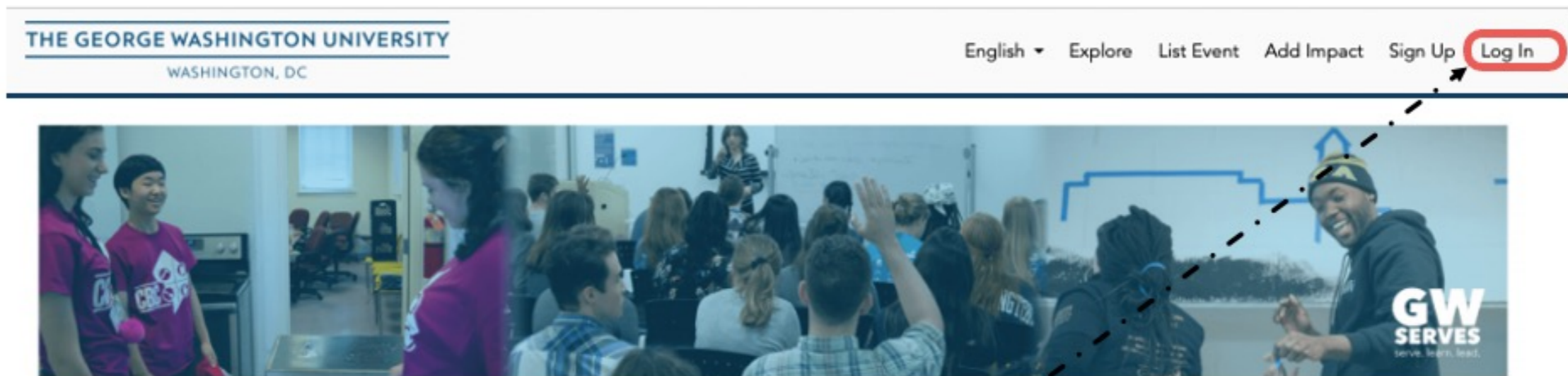
Trouble-Shooting

If GWServes STILL 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.

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English ▾   Explore   Manage 920 ▾   My Activity ▾   Hi Wendy ▾

Dashboard
Profile
Account
Add Impact
Summary
Switch to New View
Support
Log Out

Wendy Wagner
Merge Your Accounts

IMPACTS
18

- Basic Info
- Additional Info
- Contact Info
- Emergency
- Relationships
- Education & Fellowship
- Boards & Commissions
- Research
- Causes & Skills
- Settings
- Requested Data
- Notifications
- Link to Facebook
- Change Password
- Merge Accounts
- Switch to New View

Merge Accounts

If you have multiple GivePulse accounts, you can merge them by entering th[...] here.

Steps
1. Make sure this is your main account
2. Enter the email of your other account
3. You will receive an email to that other account with instructions and nex[...]

What we merge
1. Activity
2. Memberships
3. Registrations
4. Comments
5. activities
6. Posts

Enter email address of account to merge over   **Send Merge Accounts Email**

* If you do not know (or have access) to the other account's email address, please contact us here.

If you're still having trouble, email gwserves@gwu.edu

COMMUNITY ENGAGED SCHOLARSHIP

GW | Honey W. Nashman Center for Civic Engagement and Public Service

QUESTIONS?

Email the Honey W. Nashman Center for Civic Engagement and Public Service

gwserves@gwu.edu

Visit the Givepulse support site

support.givepulse.com