THE COMMUNITY ENGAGEMENT PLATFORM ANALYZING COLLECTIVE IMPACT

VOLUNTEER PORTAL: FIND SERVICE OPPORTUNITIES

REPORT SERVICE TO INSTRUCTORS & COMMUNITY

**CREATE REPORTS OF ALL YOUR COMMUNITY ENGAGEMENT FOR AWARDS**

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.	
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.	

STEPS TO GWSERVES REPORTING (2 WAYS)

- Login to https://gwu.campuslabs.com/engage/
- Go to the sidebar and click "Service"
- Search service opportunities
- Click an opportunity or click "Add Impact"

- Login to your gwserves.givepulse.com, through SSO GW credentials
- Click "Join" On Community Organization Page(s)
- Click Add Impact
- Complete The Short Form And Submit

LOGGING IN THROUGH GW ENGAGE
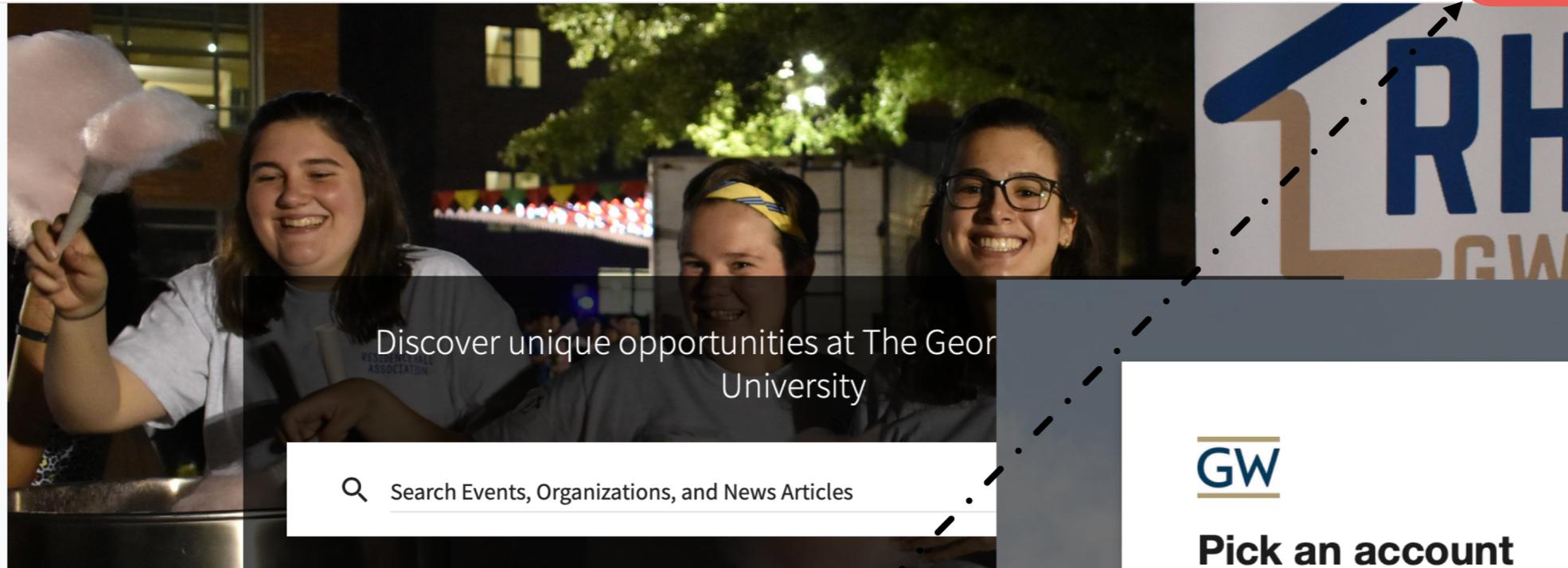
SIGN ON INTO ENGAGE USING YOUR GW CREDENTIALS

FIND/JOIN COMMUNITY ORGANIZATIONS

IN THE "SEARCH" BAR, YOU CAN PUT A STUDENT ORG OR COMMUNITY PARTNER YOU ARE INTEREST IN AND SERVICE OPPORTUNITIES FOR THOSE PARTICULAR ORGANIZATIONS WILL APPEAR AND LINK YOU TO THEIR GIVEPULSE PAGE

GW ENGAGE

- Home
- Events
- Organizations
- News
- Forms
- Service

MY ORGANIZATIONS

S Student Elections ⚙

LINKS

Annual Org Requirements

Requirement Tracking

Engage Guide; SA Budget Re…

Engage Guide: Purchase Req…

GW Counseling and Psychol…

Contract Information Sheet

Applying for an SA Co-Spons…

Engage Support

Release Notes

Privacy

Support

GW ENGAGE

🔍 Search…

Service Opportunites

Powered by GivePulse

🔍 Alpha Phi Omega ✕

Dates

○ Tomorrow

○ This Weekend

Starting After

Causes

Select causes ⌄

Skills

Select skills ⌄

Types

Select types ⌄

ADD IMPACT (SERVICE HOURS)

Charlie's Place
Saturday, March 4 at 7:30AM EST
Come with closed-toe shoes, a hair-tie, and be ready to work cooking in the kitchen, serving food, or sorting and distributing clothes in the closet. Meet at the Foggy Bottom metro to walk over together.
Many spots remaining

Charlie's Place
Saturday, March 11 at 7:30AM EST
Come with closed-toe shoes, a hair-tie, and be ready to work cooking in the kitchen, serving food, or sorting and distributing clothes in the closet. Meet at the Foggy Bottom metro to walk over together.
Many spots remaining

Grocery Services
Sunday, March 5 at 10:00AM EST
We will be helping residents at St. Mary's Court run their errands. We will head to their apartment complex to get their list, then go to Safeway, Whole Foods, Trader Joe's, CVS, or wherever we're sent to get what they…
Many spots remaining

Charlie's Place
Saturday, January 28 at 7:30AM EST
Come with closed-toe shoes, a hair-tie, and be ready to work cooking in the kitchen, serving food, or sorting and distributing clothes in the closet. Meet at the Foggy Bottom metro to walk
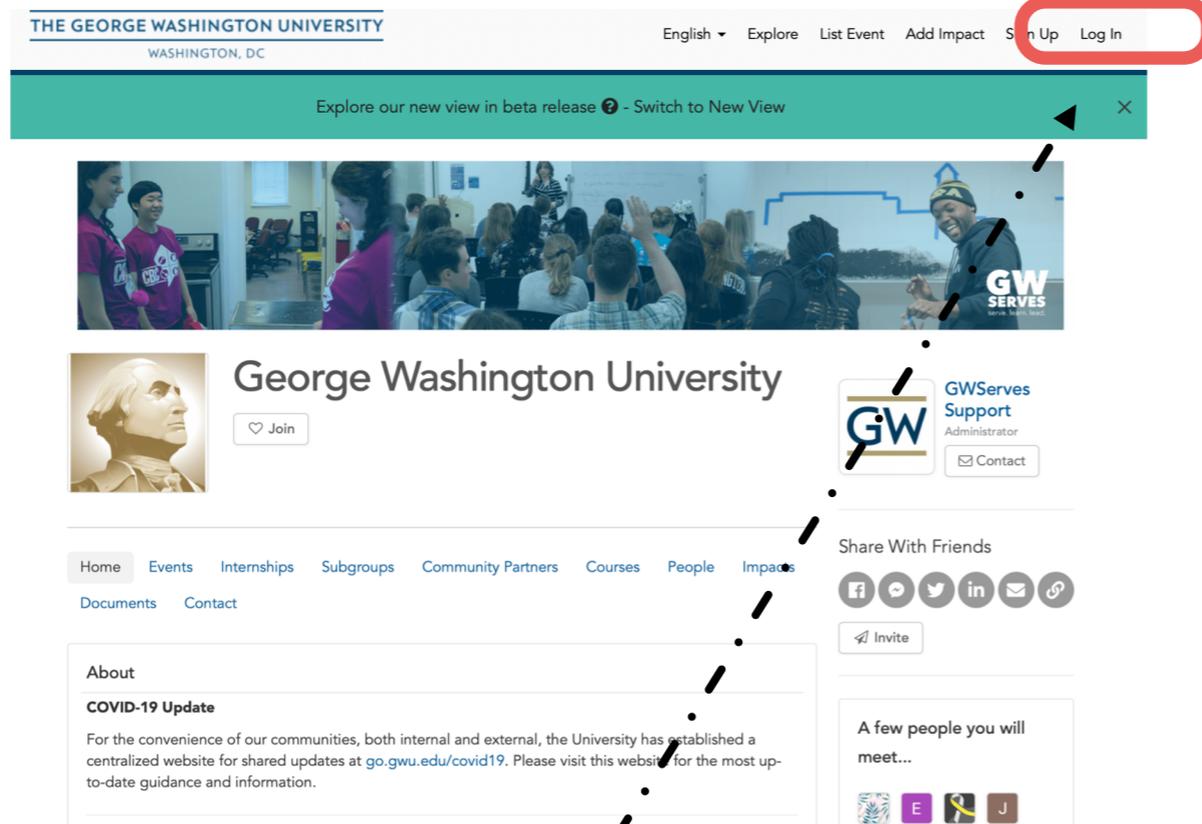
CLICK ON "SERVICE" ON THE SIDE BAR OF THE ENGAGE PAGE

CLICK ON "ADD IMPACRT" TO LINK YOU DIRECTLY TO THE GWESERVES GIVEPULSE PLATFORM TO RECORD YOUR HOURS
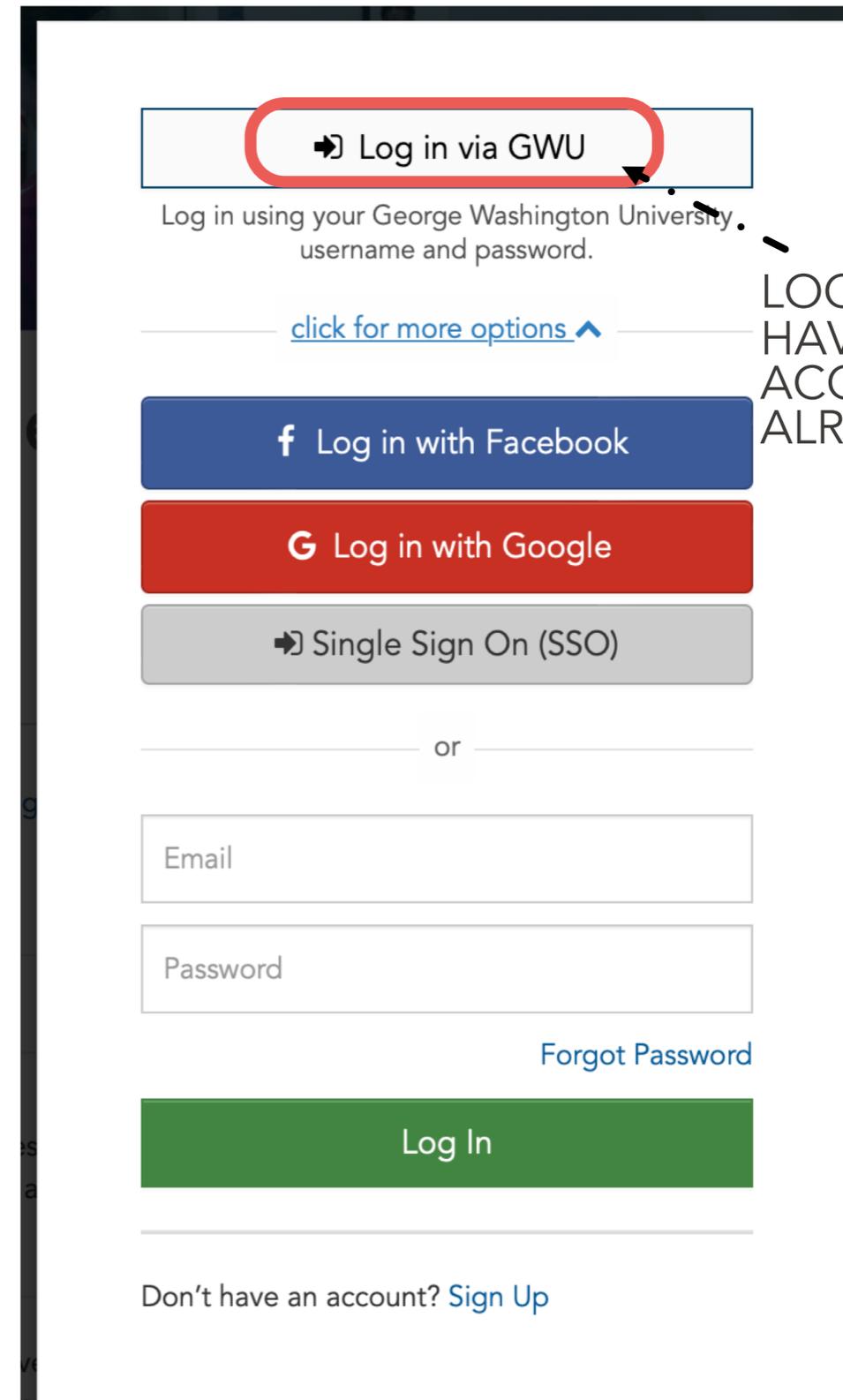
LOGGING IN THROUGH GWSERVES

Log in via GWU

Log in using your George Washington University username and password.

click for more options ⌃

f Log in with Facebook

G Log in with Google

→ Single Sign On (SSO)

or

Email

Password

Forgot Password

Log In

Don't have an account? Sign Up

LOGIN IF YOU HAVE AN ACCOUNT ALREADY

GW SINGLE SIGN-ON

USE THE SAME LOGIN AND PASSWORD AS GW EMAIL

FIND/JOIN COMMUNITY ORGANIZATIONS

TO FIND COMMUNITY ORGANIZATIONS ON GWSERVES:
CLICK "EXPLORE"

ON THE EXPLORE PAGE, SEARCH BY KEY WORD OR EXPLORE THE TAGS FOR CAUSES AND SDG'S

CLICK ON THE GROUP YOU ARE SEARCHING FOR TO SEE THEIR GWSERVES PAGE.

JOIN GROUP PAGES, STEP TWO

CLICK THE JOIN BUTTON FOR THIS GROUP.

REPEAT THIS STEP WITH OTHER COMMUNITY ORGANIZATIONS, 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).

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.
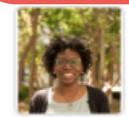
OR

CLICK ADD IMPACT FROM THE DROP-DOWN MENU.

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

THE ADD IMPACT FORM THROUGH SPECIFIC PAGE

ANY ITEM WITHOUT AN * CAN BE SKIPPED.

VERIFIER:

IN MOST CASES, YOU WILL LEAVE THE VERIFIER AS-IS

- IN SOME CASES, CLICK THE BLUE LINK TO ADD CONTACT INFO AND ENTER YOUR COMMUNITY PARTNER VERIFIER'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 CONTINUED

IF YOU LIKE, UPLOAD DOCUMENTS LIKE PHOTOS OR REPORTS.

SHARING

- THE REPORT WILL AUTOMATICALLY SHARE WITH YOUR 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

THE "CAN'T FIND IT" BUTTON

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:

ADD THE NAME AND EMAIL OF THE COMMUNITY MEMBER YOU WORKED WITH

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WASHINGTON, DC

Add Impact
Track your community engagement

📍 Where did you create the following Impact?   Add Timesheet   Search Groups

Is the place where you volunteered not listed? Let us know more about the group or organization.

Where is this group located in?

City   State   United States

Course Engagement

Is this impact for course(s)?*
○ Yes
○ No

Verification

Verifier's Name*   Verifier's Email *   Verifier's Phone

In order to verify this, please provide the name, email and phone number of the event organizer or of the person that can confirm you were there.

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)

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:

HAVE YOU LOGGED IN? INSTEAD OF "HI NAME" IT WILL SAY "LOG IN"
OR

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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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 the ... 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 next ...

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

QUESTIONS?

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

gwserves@gwu.edu

Visit the GivePulse support site

support.givepulse.com