## WHAT TO REPORT?

<table>
<thead>
<tr>
<th>DO Report</th>
<th>Do NOT Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time spent on any activity assigned to you by a community partner or related to the project you are doing with them.</td>
<td>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</td>
</tr>
<tr>
<td>Activities related to creating products for the community partner, e.g. grants, brochures, websites</td>
<td>Reflection activities, assigned or otherwise, e.g. writing field notes or reflective journal entries</td>
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<tr>
<td>Planning, doing research, or preparing for activities when necessary to complete assigned tasks.</td>
<td></td>
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</tbody>
</table>

*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

CLICK ON "SERVICE" ON THE SIDE BAR OF THE ENGAGE PAGE

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

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

MAKE SURE TO USE GW DOMAIN
GIVEPULSE: https://gwserves.givepulse.com/group/128546-George-Washington-University

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.
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.
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.
**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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<table>
<thead>
<tr>
<th><strong>Where did you create the following Impact?</strong></th>
</tr>
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<tbody>
<tr>
<td>Add Timesheet</td>
</tr>
</tbody>
</table>

- **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.

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