

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?

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 (<i>note: students designed the Free Minds branding materials, including the logo above</i>) | 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. |
| <p><i>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.</i></p> | <p><i>For example, if you are conducting interviews for a program evaluation. The time you spend in class <u>learning how to conduct an interview</u> in general SHOULD NOT be reported. The time spent <u>preparing</u> to conduct the actual interviews for your service project, SHOULD be reported as time toward your service project.</i></p> |

STEPS TO GWSERVES REPORTING

IF COURSE HAS PROJECTS:

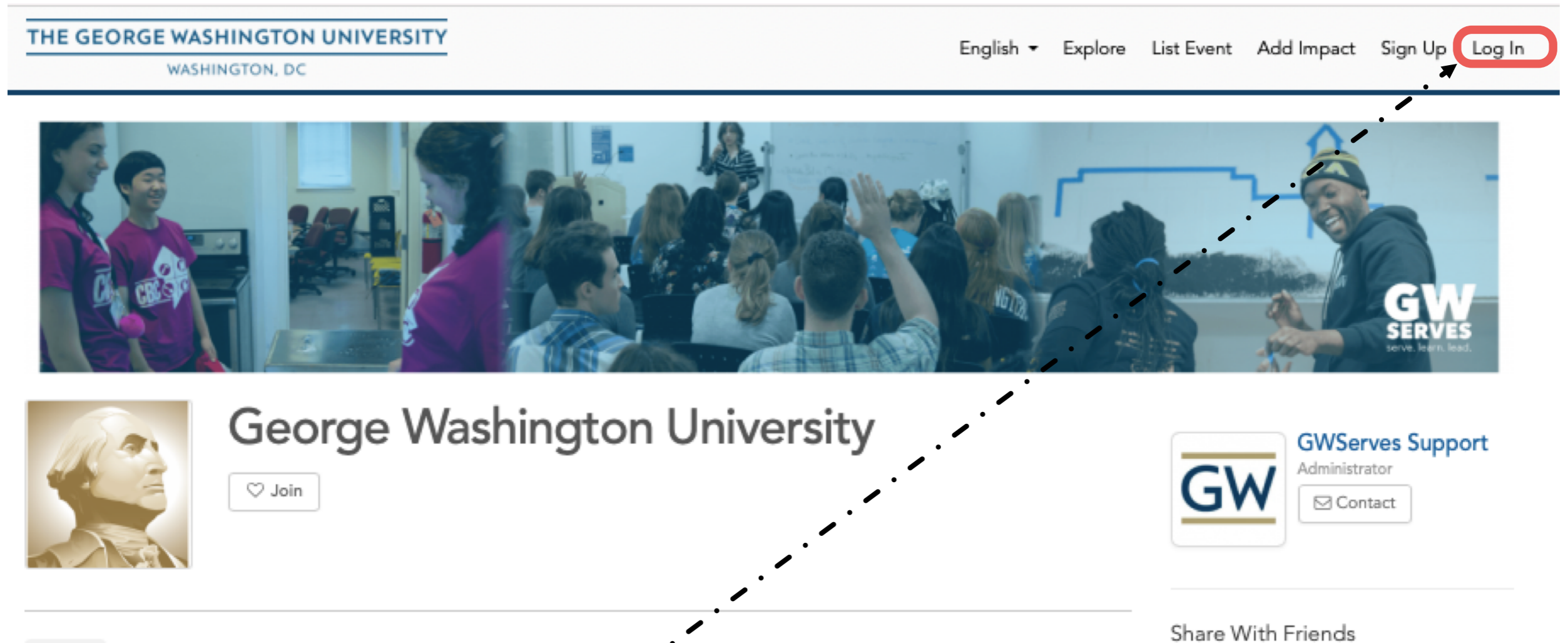
- [LOGIN](#)
- GO TO COURSE PAGE FROM “MY ACTIVITY” MENU
- CLICK ON YOUR PROJECT
- CLICK ON “ADD IMPACT”
- COMPLETE THE SHORT FORM AND SUBMIT

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](https://gwserves.givepulse.com)




THE GEORGE WASHINGTON UNIVERSITY
WASHINGTON, DC

English ▾ Explore List Event Add Impact Sign Up **Log In**



 **George Washington University**
Join

 **GW Serves Support**
Administrator
Contact

Share With Friends

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

The screenshot shows the top navigation bar of the George Washington University website. The header includes the university name, language options, and user account information. A dropdown menu is open under 'My Activity', with 'Classes' highlighted. Below the navigation bar, there are several images and a 'Manage' button with a notification count of 2245. At the bottom, there are navigation links for Home, Events, Internships, Subgroups, Community Partners, Courses, and People, along with social media icons.

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.

The screenshot shows a section titled 'Community Partners (4)'. It features four logos in a row: the Smithsonian logo, the Latino Student Fund logo, the FBC logo, and a generic person icon logo.

3. IF COURSE HAS PROJECTS, FIND YOURS

ON THE COURSE PAGE, SCROLL DOWN TO THE "PROJECTS" SECTION.

CLICK ON THE PROJECT YOU WORKED ON.

FROM THE RESULTING PROJECT PAGE, CLICK "ADD IMPACT."
TYPICALLY THERE IS NO NEED TO REGISTER, BUT CHECK THE PROJECT DESCRIPTION TO BE SURE.

Projects

Search Search Clear

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

FoodPrints Volunteering Open Opportunity
Posted by FRESHFARM FoodPrints
FoodPrints integrates gardening, cooking, and nutrition education into the curricul... [Community](#)

GroW Garden: GW Course Service Opportunity Open Opportunity
Posted by GroW Garden
This service opportunity is intended for GW student volunteers. The GroW Community ... [Subgroup](#)

FoodPrints Volunteering Open Opportunity

FRESHFARM FoodPrints / Events / FoodPrints Volunteering

Home Contact Register

Register
Add Impact

Shayna Druckman
Administrator
Contact

Share With Friends

Facebook Messenger Twitter LinkedIn Email Print Invite Promote

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.

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 75

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 75

Explore volunteer opportunities
and communities near Washington, DC

DC Central Kitchen within 20 miles of 20052

Events Groups

GWServes Emergencies Type Causes SDGs

DC Central Kitchen
Washington, DC
DC Central Kitchen is America's leader in reducing hunger with recycled food, training unemployed adults for culinary careers, serving healthy...

1.89 miles away

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 AND
WITH GW PROGRAMS
AND STUDENT
GROUPS

THE GEORGE WASHINGTON UNIVERSITY
WASHINGTON, DC

English ▾ Explore Manage 993 ▾ My Activity ▾ Hi Wendy ▾ 75

DC Central Kitchen

Join

Add Impact

Jessica Towers
Administrator
Contact

Home Events Internships Affiliates People Impacts Contact

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 "USER" 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.

The screenshot shows the top navigation bar of The George Washington University website. Below it is the 'artreach GW at THEARC' logo. The main content area features a 'Manage 2' button and a green 'Add Impact' button, which is circled in red. To the right of the 'Add Impact' button is a profile card for Aselin Flowers, Director, with a 'Contact' button. Below the profile card are social media sharing options and an 'Invite' button. At the bottom of the page, there is a section titled 'A few people you will meet...' with several profile icons.

The screenshot shows the top navigation bar of The George Washington University website. Below it is a large image of a group of people in a classroom setting. A dropdown menu is open, showing options: Dashboard, Profile, Account, Add Impact (circled in red), Summary, and Switch to New View. Below the image is the George Washington University logo and name.

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.

THE GEORGE WASHINGTON UNIVERSITY
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 GEORGE WASHINGTON UNIVERSITY
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.

THE ADD IMPACT FORM

ANY ITEM WITHOUT AN * CAN BE SKIPPED.

VERIFIER: CHECK WITH YOUR INSTRUCTOR.

- 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.

The screenshot shows a web form titled 'Add Impact' with several sections:

- Verification:** A dropdown menu for 'Select Verifier*' is set to 'Aselin Flowers'. Below it is a link: 'Missing from the list? [Click here to add contact info.](#)'
- Date:** Includes 'Start Date*' and 'End Date' (both 09/15/2022) and 'Start Time' and 'End Time' (both 12:00 pm and 2:00 pm respectively). There are 'Time' and 'Date' toggle buttons.
- Impact Type & Measurement:** A dropdown menu is set to 'Time' and there is a text input field followed by 'Hours*'.
- Requested Information:**
 - What was the Impact?:** A heading followed by two text input fields:
 - '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? *** A list of radio button options:
 - Community Engaged Learning and Research
 - Community Organizing and Activism
 - Direct Service
 - Philanthropy
 - Policy and Governance

At the bottom, there is a note: 'For more information about the pathways of service visit serve.gwu.edu/service-hours'

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"

THE GEORGE WASHINGTON UNIVERSITY
WASHINGTON, DC

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

Wendy Wagner
Impacts

24 Total Hours 19 Verified Hours \$0 Total \$0 Total Verified

GT Wendy Wagner gave to GW Training Group
Gave ⌚ 1.00 hour on 09/08/2022 with George Washington University, Courses, Honey W. Nashman Center for Civic Engagement and Public Service

GT Wendy Wagner gave to GW Training Group
Gave ⌚ 1.00 hour on 09/08/2022 with George Washington University, Courses, Honey W. Nashman Center for Civic Engagement and Public Service

Pending ▾

Groups
Classes
Impacts
Registrations
Donations
Purchases
Surveys
Applications
Insights

ENGAGEMENT

IMPACTS

SEP '21 NOV '21 JAN '22 MAR '22 MAY '22 JUL '22 SEP '22

FOR THE IMPACT YOU'D LIKE TO UPDATE, CLICK THE DOWN ARROW TO SEE THE MENU AND CHOOSE "UPDATE"

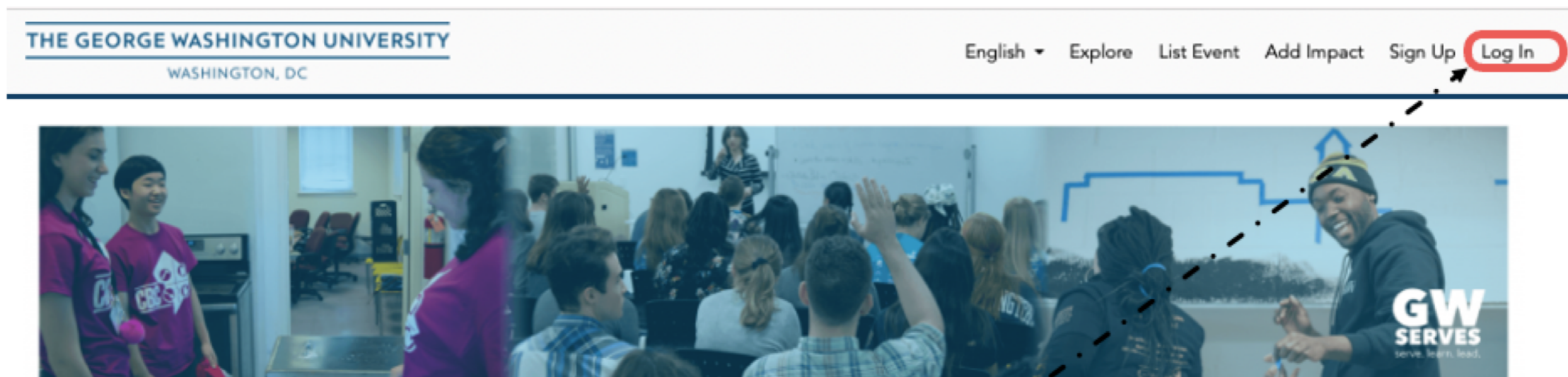
TROUBLE-SHOOTING

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](https://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.

THE GEORGE WASHINGTON UNIVERSITY
WASHINGTON, DC

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

IMPACTS
18

Wendy Wagner
Merge Your Accounts

- 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 email address of the account you want to merge over 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 steps

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



[GWSERVES.GIVEPULSE.
COM](https://gwserves.givepulse.com)

QUESTIONS?

EMAIL THE HONEY W. NASHMAN
CENTER FOR CIVIC ENGAGEMENT
AND PUBLIC SERVICE

[GWSERVES@GWU.EDU](mailto:gwserves@gwu.edu)

VISIT THE GIVEPULSE SUPPORT SITE

[SUPPORT.GIVEPULSE.COM](https://support.givepulse.com)