

STEP BY STEP GUIDE ON
HOW TO SUBMIT
YOUR SERVICE HOURS



GW

Honey W. Nashman Center for Civic Engagement and Public Service



**THE GEORGE
WASHINGTON UNIVERSITY** SUBMITTING GROUP SERVICE HOURS
FOR THE 2017-2018 ACADEMIC YEAR

WASHINGTON, DC

QUESTIONS?

gwserves@gwu.edu

INTRODUCING: GW SERVICE HOUR GROUP SPREADSHEET (TAB 2)

The second tab is the 'Service Activity Descriptions' where you are able to specify the details of each service activity in which your group participated.

Service Activity Descriptions						TOTAL # OF SERVICE HOURS	0
COMPLETE AS MUCH INFORMATION AS POSSIBLE							
<i>Please fill out and return via email to gwserves@gwu.edu with subject: "ATTN: Completed Group Service Hour Spreadsheet - (Group Name)"</i>							
	Name of Organization	Service Site Address	Service Site Contact Name	Service Site Contact Number	Service Site Contact Email Address	Number of Hours	Date of Service (must fall between 4/21/17 and 4/20/18)
Service Activity 1							
Service Activity 2							
Service Activity 3							
Service Activity 4							
Service Activity 5							
Service Activity 6							
Service Activity 7							
Service Activity 8							
Service Activity 9							
Service Activity 10							
Service Activity 11							
Service Activity 12							

*** You are able to insert additional service activities as new rows as applicable.***

Step-by-Step Guide

1) Fill in the personal information of each group member.

GW Service Hour Spreadsheet - Group							
COMPLETE AS MUCH INFORMATION AS POSSIBLE							
<i>Please fill out and return via email to gwserves@gwu.edu with subject: "ATTN: Completed Group Service Hour Spreadsheet - (Group Name)"</i>							
Group Name	Last Name	First Name	Status (Student, Staff or Faculty)	GWID #	GW Email Address	Graduation Year (if applicable)	School
GW Colonials Club	Washington	George	Student	G123456789	gwwashington@gwu.edu	Class of 2019	GWSB
GW Colonials Club	Gates	William	Student	G234567890	wgates@gwu.edu	Class of 2019	SEAS
GW Colonials Club	Wib	Georgie	Student	G345678910	gwwib@gwu.edu	Class of 2019	CORCORAN

*** Please write your full name as it appears on your Gworld ***



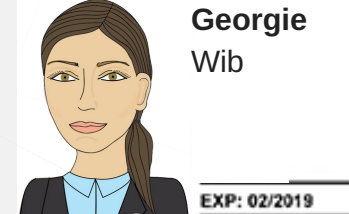
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STUDENT



GWorld ID: 60172700009999727

STUDENT



GWorld ID: 6017270000999999

STUDENT


Step-by-Step Guide

**2) In this tab, you will fill in the service information details for each service activity.
In the main tab, you are able to record individual information.**

Service Activity Descriptions						TOTAL # OF SERVICE HOURS	17
COMPLETE AS MUCH INFORMATION AS POSSIBLE							
Please fill out and return via email to gwserves@gwu.edu with subject: "ATTN: Completed Group Service Hour Spreadsheet - (Group Name)"							
	Name of Organization	Service Site Address	Service Site Contact Name	Service Site Contact Number	Service Site Contact Email Address	Number of Hours	Date of Service (must fall between 4/21/17 and 4/20/18)
Service Activity 1	Martha's Table	701 Howard Road SE, Washington, DC 20020	Tim Cook	(XXX) XXX-XXXX	volunteer@marthastable.org	12	Saturday September 1, 2017 (6 hours) Monday September 4, 2017 (6 hours)
Service Activity 2	Capital Area Food Bank	4900 Puerto Rico Ave NE, Washington, DC 20050	Melinda Gates	(XXX) XXX-XXXX	volunteer@capitalfoodbank.org	3	Thursday September 7, 2017
Service Activity 3	The United Church	1920 G St NW Washington, DC 2006	Mark Zuckerberg	(XXX) XXX-XXXX	volunteer@theunitedchurch.org	2	Saturday September 9, 017

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3) Back in the main tab: you can specify individual information for which members participated in the activities with the group and how many hours they contributed.

GW Service Hour Spreadsheet - Group									Honey W. Nashman Center for Civic Engagement and Public Service	
COMPLETE AS MUCH INFORMATION AS POSSIBLE										
Please fill out and return via email to gwserves@gwu.edu with subject: "ATTN: Completed Group Service Hour Spreadsheet - (Group Name)"										
Group Name	Last Name	First Name	Status (Student, Staff or Faculty)	GWID #	GW Email Address	Graduation Year (if applicable)	School	Service Activity 1	Number of Hours	
GW Colonials Club	Washington	George	Student	G123456789	gwwashington@gwu.edu	Class of 2019	GWSB	X	12	
GW Colonials Club	Gates	William	Student	G234567890	wgates@gwu.edu	Class of 2019	SEAS	X	6	
GW Colonials Club	Wib	Georgie	Student	G345678910	gwwib@gwu.edu	Class of 2019	CORCORAN		0	

Example # 1: For Service Activity 1 (Martha's Table) Georgie Wib was unable to attend, therefore you leave a blank in the corresponding box that intersects her name and the Service Activity 1.

Example # 2: For Service Activity 1 George Washington was able to attend both dates in which GW Colonials Club volunteered at Martha's Table. Since each date was six hours you can record 12 hours for his service. William Gates volunteered once at Martha's Table. Since one date was six hours you can record six hours of service.

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Second Tab - Service Activity Description

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COMPLETE AS MUCH INFORMATION AS POSSIBLE							
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Service Activity 4							
Service Activity 5							
Service Activity 6							
Service Activity 7							
Service Activity 8							
Service Activity 9							
Service Activity 10							
Service Activity 11							
Service Activity 12							

Step-by-Step Guide

ATTN: Completed Individual Service Hour Spreadsheet - (GW Colonial Service Club)

gwserves@gwu.edu

ATTN: Completed Individual Service Hour Spreadsheet - (GW Colonial Service Club)

Hi!

In this email I have attached the complete 'GW Colonials Club' Service Hour Spreadsheet for the Fall Semester 2017.

Thank you for your time!

Best,

--
George Washington
The George Washington University
Business Administration & International Affairs
gwashington@gwmail.gwu.edu

GW Service Hour Spreadsheet_GWColonialsClu... (131K)

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Send | | | | | |

5) Return via email to gwserves@gwu.edu with subject: "ATTN: Completed Group Service Spreadsheet- (Group Name)"