

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 INDIVIDUAL SERVICE HOURS
FOR THE 2017-2018 ACADEMIC YEAR

WASHINGTON, DC

QUESTIONS?

gwserves@gwu.edu

INTRODUCING: GW SERVICE HOUR INDIVIDUAL SPREADSHEET

For the 2017-2018 Academic Year, we will be tracking hours through spreadsheets. Students will have access to a downloadable spreadsheet, where they will be able to track their service hours.

COMPLETE AS MUCH INFORMATION AS POSSIBLE

Please fill out and return via email to gwserves@gwu.edu with subject: "ATTN: Completed Individual Service Hour Tracking - (First Initial, Last Name)"

Individual Information		Service Information		Service Activity 1
Full Name:		Name of the Organization:		
Status (Student, Staff or Faculty):		Name of the Service Opportunity:		
Undergraduate or Graduate:		Total Number of Hours Performed:		
GW E-Mail Address:		Site Address with Zip Code:		
GWID #:		Organization Contact (first and last name if known):		
Graduation Year:		Organization Contact Phone Number:		
School (choose one):		Organization Contact Email Address:		
College of Professional Studies		Date(s) of Service (must fall between 4/21/17 - 4/16/18):		
Columbian College of Arts and Sciences		Did you do this as part of a group? If "yes" then list group, if "no" leave blank.		
Elliott School of International Affairs		Group Name:		
Graduate School of Education and Human Development				
Milken Institute School of Public Health				
School of Engineering and Applied Science				
School of Business				
School of Law				
School of Medicine and Health Sciences				
School of Nursing				
TOTAL # OF SERVICE HOURS	0			

At the end of each semester students should submit their hours by emailing: gwserves@gwu.edu and attaching their Service Hour Spreadsheet with the subject: "ATTN: Completed Individual service hour spreadsheet- (First Initial, Last Name)"

Step-by-Step Guide

1) Fill in your personal information

write your full name as it appears on your Gworld

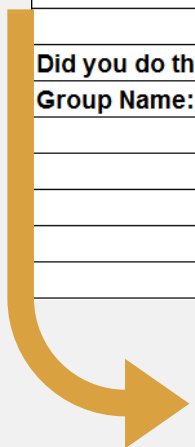
Individual Information	
Full Name:	George Washington
Status (Student, Staff or Faculty):	Student
Undergraduate or Graduate:	Undergraduate
GW E-Mail Address:	gWASHINGTON@gwu.edu
GWID #:	G12345678
Graduation Year:	Class of 2019
School (choose one):	
<i>College of Professional Studies</i>	
<i>Columbian College of Arts and Sciences</i>	
<i>Elliott School of International Affairs</i>	
<i>Graduate School of Education and Human Development</i>	
<i>Milken Institute School of Public Health</i>	
<i>School of Engineering and Applied Science</i>	
<i>School of Business</i>	X
<i>School of Law</i>	
<i>School of Medicine and Health Sciences</i>	



Step-by-Step Guide

2) Once you finish recording your individual information, you are able to specify the details of each service activity.

Service Information	<u>Service Activity 1</u>	<u>Service Activity 2</u>
Name of the Organization:	Martha's Table	Capital Area Food Bank
Name of the Service Opportunity:	Joyful Food Market (Cedar Tree Academy)	DC Waterhouse Volunteering
Total Number of Hours Performed:	12 hours	3 hours
Site Address with Zip Code:	701 Howard Road SE, Washington, DC 20020	4900 Puerto Rico Ave NE, Washington, DC 20050
Organization Contact (first and last name if known):	Tim Cook	Bill Gates
Organization Contact Phone Number:	(XXX) XXX-XXXX	(XXX) XXX-XXXX
Organization Contact Email Address:	volunteer@marthastable.org	volunteer@capitalfoodbank.org
Date(s) of Service (must fall between 4/21/17 - 4/16/18):	Saturday September 1, 2017 (6 hours) Monday September 4, 2017 (6 hours)	Thursday September 7, 2017
Did you do this as part of a group? If "yes" then list group, if "no" leave blank.	Yes	
Group Name:	GW Colonials Service Group	



*** Note that if you serve for the same organization on different occasions you can record it under "Date(s) of Service".**

Step-by-Step Guide

2) You are able to insert additional service events as new columns as applicable.

Service Information	Service Activity 1	Service Activity 2	Service Activity 3
Name of the Organization:	Martha's Table	Capital Area Food Bank	The United Church
Name of the Service Opportunity:	Joyful Food Market (Cedar Tree Academy)	DC Waterhouse Volunteering	Foggy Bottom Food Pantry
Total Number of Hours Performed:	12 hours	3 hours	2 hours
Site Address with Zip Code:	701 Howard Road SE, Washington,DC 20020	4900 Puerto Rico Ave NE, Washington, DC 20050	1920 G St NW, Washington, DC 20006
Organization Contact (first and last name if known):	Tim Cook	Bill Gates	Mark Zuckerberg
Organization Contact Phone Number:	(XXX) XXX-XXXX	(XXX) XXX-XXXX	(XXX) XXX-XXXX
Organization Contact Email Address:	volunteer@marthastable.org	volunteer@capitalfoodbank.org	volunteer@theunitedchurch.org
Date(s) of Service (must fall between 4/21/17 - 4/16/18):	Saturday September 1, 2017 (6 hours) Monday September 4, 2017 (6 hours)	Thursday September 7, 2017	Saturday September 9, 2017
Did you do this as part of a group? If "yes" then list group, if "no" leave blank.	Yes		
Group Name:	GW Colonials Service Group		

Step-by-Step Guide

3) Once you have recorded all of your service hours for the semester your spreadsheet will look like this:

GW Service Hour Spreadsheet - Individual		Honey W. Na for Civic Eng and Public Se			
COMPLETE AS MUCH INFORMATION AS POSSIBLE		<i>Insert Additional Service Events as new columns as ap</i>			
<i>Please fill out and return via email to gwserves@gwu.edu with subject: "ATTN: Completed Individual Service Hour Spreadsheet - (First Initial, Last Name)"</i>					
Individual Information	Service Information	Service Activity 1	Service Activity 2	Service Activity 3	
Full Name: George Washington	Name of the Organization: Martha's Table	Capital Area Food Bank	The United Church		
Status (Student, Staff or Faculty): Student	Name of the Service Opportunity: Joyful Food Market (Cedar Tree Academy)	DC Waterhouse Volunteering	Foggy Bottom Food Pantry		
Undergraduate or Graduate: Undergraduate	Total Number of Hours Performed: 12 hours	3 hours	2 hours		
GW E-Mail Address: gwwashington@gwu.edu	Site Address with Zip Code: 701 Howard Road SE, Washington, DC 20020	4900 Puerto Rico Ave NE, Washington, DC 20050	1920 G St NW, Washington, DC 20006		
GWID #: G12345678	Organization Contact (first and last name if known): Tim Cook	Bill Gates	Mark Zuckerberg		
Graduation Year: Class of 2019	Organization Contact Phone Number: (XXX) XXX-XXXX	(XXX) XXX-XXXX	(XXX) XXX-XXXX		
School (choose one):	Organization Contact Email Address: volunteer@marthastable.org	volunteer@capitalfoodbank.org	volunteer@theunitedchurch.org		
College of Professional Studies	Date(s) of Service (must fall between 4/21/17 - 4/16/18):	Saturday September 1, 2017 (6 hours)	Thursday September 7, 2017	Saturday September 9, 2017	
Columbian College of Arts and Sciences		Monday September 4, 2017 (6 hours)			
Elliott School of International Affairs	Did you do this as part of a group? If "yes" then list group, if "no" leave blank.	Yes			
Graduate School of Education and Human Development	Group Name:	GW Colonials Service Group			
Milken Institute School of Public Health					
School of Engineering and Applied Science					
School of Business					
School of Law					
School of Medicine and Health Sciences					
School of Nursing					
TOTAL # OF SERVICE HOURS	17				

Step-by-Step Guide

ATTN: Completed Individual Service Hour Spreadsheet - (G, Washington)

gwserves@gwu.edu

ATTN: Completed Individual Service Hour Spreadsheet - (G, Washington)

Hi!

In this email I have attached my complete individual Service Hour Spreadsheet for the Fall Semester 2017.

Thank you for your time!

Best,

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

GW Service Hour Spreadsheet_GWashington.xlsx (138K) x

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Send



4) Return via email to gwserves@gwu.edu with subject: "ATTN: Completed Individual Service Hour Spreadsheet - (First Initial, Last Name)"