Instructions for Submitting and Reviewing Community Service Hours

Submission of your community service hours for both EWC and non-EWC activities is done electronically using a Google Form.

Instructions for Submitting Community Service Hours for Approval

2. Log in with your Google/UHM account to fill out the form and submit.

Please note that for an EWC activity, you will need the volunteer coordinator’s name and email address. Be sure to ask for this information when you’re doing the community service activity.

EWC Community Service Activity

EWC activities are officially organized and approved by EWC staff, in coordination with EWCPA and/or other EWC participants, regardless of where the activity takes place.

EWC Activity Volunteer Coordinator Full Name

This is the person who will be approving your community service hours. An email notification will be sent to them when you submit this form.

Your answer

EWC Activity Volunteer Coordinator Email Address

Your answer

For a non-EWC activity, you will need to upload the signed Community Service Form for Non-EWC Activity. This form, with instructions, is downloadable from https://tinyurl.com/nonEWCactivityForm.

Non-EWC Community Service Activity

Non-EWC activities are those organized by people outside of the EWC community. Volunteering in such activities requires prior approval from your EWC Program Coordinator. Submitting this e-form without written pre-approval might result in rejection of this request.

Activity/Event Coordinator Full Name *

Your answer

Upload the Signed Community Service Form *

Please ask the volunteer coordinator in your volunteer activity/event to sign the community service form and upload the signed form here. You can obtain a form from your Program Coordinator or download it from https://tinyurl.com/nonEWCactivityForm.

ADD FILE

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1 EWC activities are officially organized and approved by EWC staff, in coordination with EWCPA and/or other EWC participants, regardless of where the activity takes place. Non-EWC activities are those organized by people outside of the EWC community. Non-EWC activities require pre-approval from the program coordinator.
3. You will get an email notification when your submission is approved or disapproved by the volunteer coordinator (EWC activity) or by your program coordinator (non-EWC activity).

Bruce Barners (bb1234@gmail.com) Approved
Sokunhearth Makara’s Community Service Hours

ewccommunityservice@gmail.com Thu, Jul 26, 6:35 PM (15 hours ago)
Dear Sokunhearth Makara,

Bruce Barners has approved your community service hours for Concert on the Lawn on 07/19/2018. Here is the summary:

<table>
<thead>
<tr>
<th>Last name:</th>
<th>Makara</th>
</tr>
</thead>
<tbody>
<tr>
<td>First name:</td>
<td>Sokunhearth</td>
</tr>
<tr>
<td>Activity name:</td>
<td>Concert on the Lawn</td>
</tr>
<tr>
<td>Activity date:</td>
<td>07/19/2018</td>
</tr>
<tr>
<td>Hours completed:</td>
<td>12</td>
</tr>
<tr>
<td>Task description:</td>
<td>I helped with sound system and setting up the stage.</td>
</tr>
<tr>
<td>Volunteer coordinator:</td>
<td>Bruce Barners</td>
</tr>
<tr>
<td>Time submitted:</td>
<td>7/25/2018 17:53:52</td>
</tr>
<tr>
<td>Status:</td>
<td>Approved</td>
</tr>
<tr>
<td>Comments:</td>
<td>Thank you for your help in our events.</td>
</tr>
</tbody>
</table>

Click here to see your most up-to-date community service hour records.

Thanks,

EWC Community Service Bot

4. After the activity is approved, you can then review your most up-to-date community service hour record at https://eastwestcenter.org/CSdashboard.
Instructions for Reviewing Community Service Hours (for Volunteer Coordinators ONLY)

1. Let your volunteers know to whom and how they should submit their hours by telling them your full name and email address.

2. When the community service hour request is submitted, you will get an email notification.

3. Click the button in your email to review the submission. You will be able to correct the number of hours and/or disapprove the submission completely if it was submitted by mistake.

4. When you submit your review, an email notification will be sent to the volunteer who submitted the form as well as his/her EWC program coordinator.