

Instructions for Submitting and Reviewing Community Service Hours

Submission of your community service hours for both EWC and non-EWC activities ¹ is done electronically using a Google Form.

Instructions for Submitting Community Service Hours for Approval

1. Go to <https://eastwestcenter.org/CSapprovalform>.
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](#)

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.

- 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
Sokunthearith Makara's Community Service Hours >



ewccommunityservice@gmail.com
to me, ewcparticipantinfo

Thu, Jul 26, 6:35 PM (15 hours ago) ☆ ↶ ⋮

Dear Sokunthearith Makara,

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

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

[Click here](#) to see your most up-to-date community service hour records.

Thanks,

EWC Community Service Bot

- After the activity is approved, you can then review your most up-to-date community service hour record at <https://eastwestcenter.org/CSdashboard>.

East-West Center | Education Program

Community Service Hour Record

Hours Completed **12**

Note: This dashboard only displays records of activities after July 1, 2018



SUBMIT YOUR HOURS

Enter Your Award Document Number **EP23456**

e.g. EP12345

From date: **7/4/2018**

To date: **7/4/2019**

Award Doc Number	Activity/Event Name	Activity/Event Date	Hours Completed	Task Description	Status	Reviewer
EP23456	Concert on the Lawn	07/19/2018	12	I helped with sound system and setting up the stage.	approved	Bruce Barners

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.

ACTION REQUIRED: Community Service Hour Submission by Sokunthearith Makara Awaiting Your Review



Inbox x



ewccommunityservice@gmail.com

Thu, Jul 26, 6:22 PM (16 hours ago)



to me ▾

Dear Bruce Barners,

Sokunthearith Makara has submitted community service hours for Concert on the Lawn on 7/19/2018. You received this email because Sokunthearith has identified you as a volunteer coordinator for this activity. Here is the summary.

Last name:	Makara
First name:	Sokunthearith
Activity name:	Concert on the Lawn
Activity date:	7/19/2018
Hours completed:	12
Task description:	I helped with sound system and setting up the stage.
Volunteer coordinator:	Bruce Barners
Time submitted:	7/26/2018 18:22:19

[CLICK HERE TO REVIEW](#)

Note: If you received this email by mistake, please do NOT submit the form and reply to this email and let Sokunthearith know it is a mistake.

Thanks,

EWC Community Service Bot

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.