

How to record community service hours on Servo.City



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Step 1: Open a web browser and go to <https://servo.city>

To Record a New Volunteer Opportunity go to **Students** on the left side of the screen and click “Record Your Service”

Step 2: Enter your Student ID (SID) number (lunch number) and your last name in the Student ID (SID) and Last Name fields

Once you see the **Verification Successful** message in green in the bar below your last name, you can begin entering your service

Step 3: Enter the

1. Name of the organization
2. Location - provide the complete address
3. Supervisor's first & last name and email address
4. Date of Service - You have to enter each date of service that you volunteer one at a time.
5. Hours Volunteered - Indicate the number of hours you volunteered on that date of service.
6. Description - describe what you did to volunteer that day in detail.

If a field is **blue** you have entered something incorrectly. You must correct the field prior to clicking submit. Then click submit information

servo.city

Thanks ! ! Your Service has been Recorded

Service Summary

Total Required 200 Hours
Approved 202 Hours
Pending 1 Hours

Your Service History

Date	Organization	Hours
10/15/2016	St. Stephen School	3
12/01/2016 12/02/2016	Brookvale Park - Wreath Making Workshop	6
10/01/2016 10/1/2016	MADD - Walk Like MADD	3
09/21/2016 02/3/2016	The Sound School Freshman Orientation Camping Trip	10
09/17/2016 01/7/2016	Save The Sound/CT Fund for the Environment	4
09/10/2016 09/10/2016	Save The Sound/CT Fund for the Environment	1

In addition, once you record your hours in servo.city then complete the google form found [here](#).

Your hours will remain pending until they have been verified and approved by The Community Service Office.

The Sound School Community Service Google Form

Sound School Community Service

All Community Service Guidelines can be found in the Community Service Handbook and on the Sound School website. It is the student's responsibility to ensure all guidelines are met in order for their hours to count.

Students may NOT do hours during the school day unless enrolled in a class for this purpose. (ie: Students as Mentors, PALs, etc). Students may not miss school to do service.

Your email address (pebbles.lacross@nhps.net) will be recorded when you submit this form. Not you? [Switch account](#)

* Required

Student First and Last Name *

Student / Lunch ID number *

Graduation Year: Select one *

Class of 2021

Class of 2022

Class of 2023

Class of 2024