Civic Engagement and Service Hours Tracking Guidelines and Directions

Thank you for working to better our community and world! Please use the following form to keep track of all of your (or your group’s) ongoing Civic Engagement, Community Service, Philanthropy & Giving, or Activism & Advocacy activities.

When filling out the following form, please provide your full name and your ONID or preferred email so that we may create a record of your engagement and contact you in the event that any questions arise about your tracked hours. If you would like your individual hours to also be recorded in affiliation with a Greek Organization, Student Organization or Club, or other group, please select the Group’s name from the appropriate drop down menu. If you are recording hours with a Greek Organization and your group wishes to be included for consideration for the annual Community Values Award, be sure use our website to review the instructions for the application process and guidelines for what type of Civic Engagement will be considered for the award.

Please be sure to completely fill out the form for all activity you wish to record. Provide detailed and accurate information of your activity’s location and its affiliated organization or event. Provide the name and contact information of the supervisor for the organization who can verify your civic engagement activity. Describe your service in detail, and specify its type and the engagement area your activity addresses. Use the following list to help you categorize your activity. If recording “other”, please specify.

Type of civic engagement:

- Direct Service
  - any volunteer work that includes direct action and service to the community and its members
- Advocacy and Activism
  - Includes volunteerism and participation in events directed at raising awareness of social issues and advocacy of civic engagement.
- Philanthropy and Giving*
  - Participation in the hosting and/or planning of fundraising events and donation drives with the purpose of all proceeds being donated to address issue areas of social justice and community needs
  - Includes participation in the hosting and/or planning of events or projects with a philanthropic purpose or goal, usually through donation of funds or goods to address issue areas of social justice and community needs.
- Other (please specify)*
  *may not necessarily be considered for Community Values Award assessment for Greek Organizations

Engagement Areas:

animal welfare, arts and culture, bilingual, children and youth development, criminal justice, disaster preparedness and relief, diverse abilities, domestic violence and sexual assault, economic justice, education and literacy, emergency response and public safety, environment, gender issues, health and wellbeing, housing and homelessness, hunger and food insecurity, immigration, land use and planning, LGBTQ+, racial justice, seniors, veterans, other – please specify.
Ongoing Civic Engagement and Service Hours Tracking Form

Student Name: ____________________  ONID Email: ____________________

Group Name (optional): ____________________

Is this organization a Greek Chapter, Student Organization, or Other? (circle one)

Are you a part of the Bloss Hall Civic Engagement Community?  Yes / No  (circle one)

Complete this form and turn it in to SEC 206 to track your service hours with the Center for Civic Engagement.

<table>
<thead>
<tr>
<th>Organization &amp; Service Location</th>
<th>Site Supervisor Name &amp; Contact Information (Email and/or Phone Number)</th>
<th>Description of Service (What did you spend your time doing?)</th>
<th>Type of Service (Please Specify)</th>
<th>Engagement Area (Please Specify)</th>
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Total Hours Served: ____________________

Site Supervisor Signature: ____________________