## What Counts as Volunteer Service Hours

- Tutoring
- Internships
- Being a notetaker
- Club/Greek Life Meetings (only half time)
- Eboard Responsibilities
- Residency program
- Teaching assistant
- Field Experience

There can be more, if you have a question about what counts, or how many hours we allow for certain events, just email us!

## How to Log Volunteer Service Hours

A. Become a member of CSRC
B. Log your hours
C. View your hours

**A. Become a member of CSRC:**
1. Sign into Campus Connection with your <span style="color:red">Oneonta username and password</span>
2. Click "Organizations" on top of the page
3. Search "CSRC"
4. Enter the page and click the **blue** button "Join", click "confirm"

**B. Submit your hours**
1. Sign into Campus Connection with your Oneonta username and password
2. Click on the **circle** that is next to the nine squares
3. Select "Service Hours"
4. Click "Add Service Hours"
5. Select "CSRC" as Organization
6. Detailed description must be written with **location**, **name**, and the **start and end time** of the event/organization where you volunteered; what **tasks** you did; is it internship? Volunteer service? If the event lasted over the course of a few days, be sure to include those dates in the description box (EX: 8/27/18-12/3/18) **(Failure to write accurate and adequate information will result in denied hours)**
7. Fill in the other blanks
8. Submit

**C. View your past hours**
1. Go to "My Service Hours" page (steps 1-3)
2. Hours will be shown here
3. Click "Approved Hours" to view past service hours

If your hours are denied, please check the comments on the submission as there will always be directions telling you how to fix the submission so you can resubmit it.

If you have any questions as to what counts as volunteer service or how to log different volunteer service events, please email us at CSRC@oneonta.edu