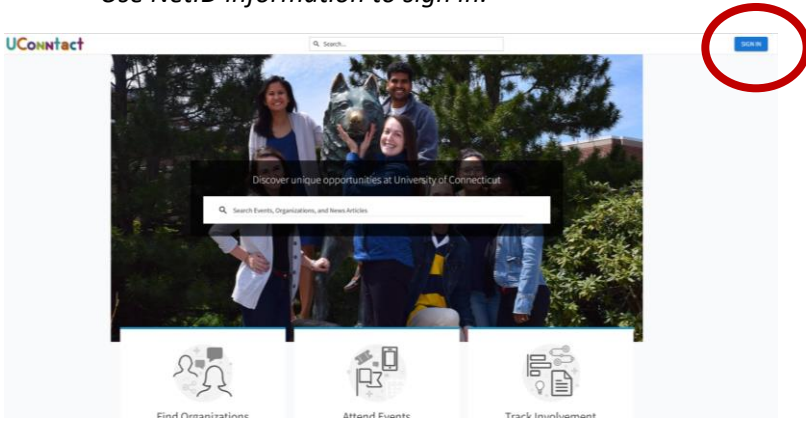


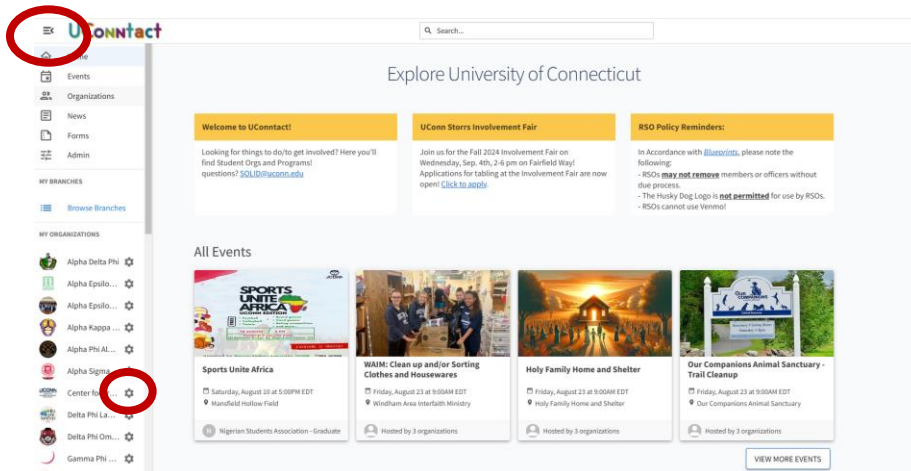
Logging Community Service Hours (Chapter Leadership)

This outlines how chapter leadership can log service hours for members of their chapter. CFSD recommends chapter members individually log their service hours.

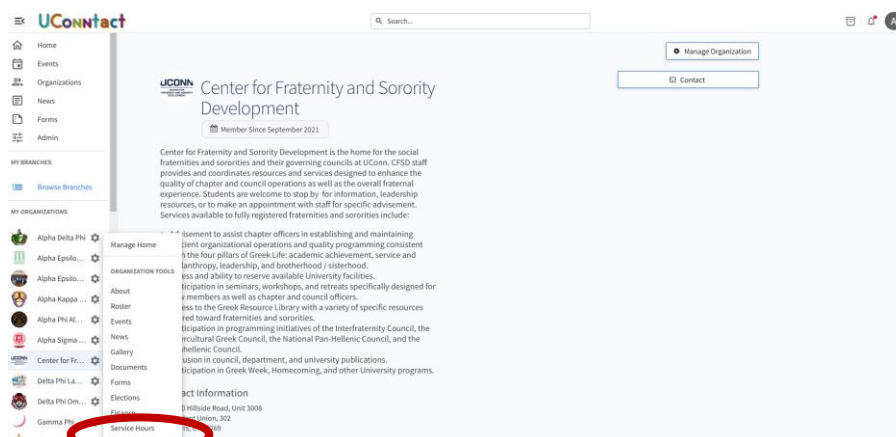
1. Navigate to uconntact.uconn.edu
2. Click on the blue "SIGN IN" button in the top right corner
Use NetID information to sign in.



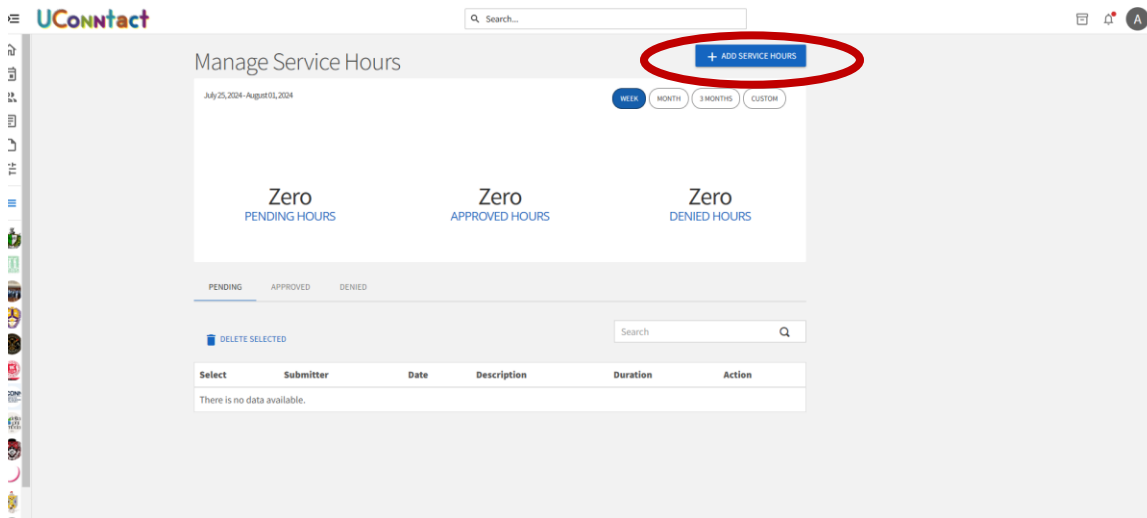
3. Once logged in, select the settings icon beside your organization from the left side bar.
To expand the side bar, choose the icon to the left of the "UConncontact" logo



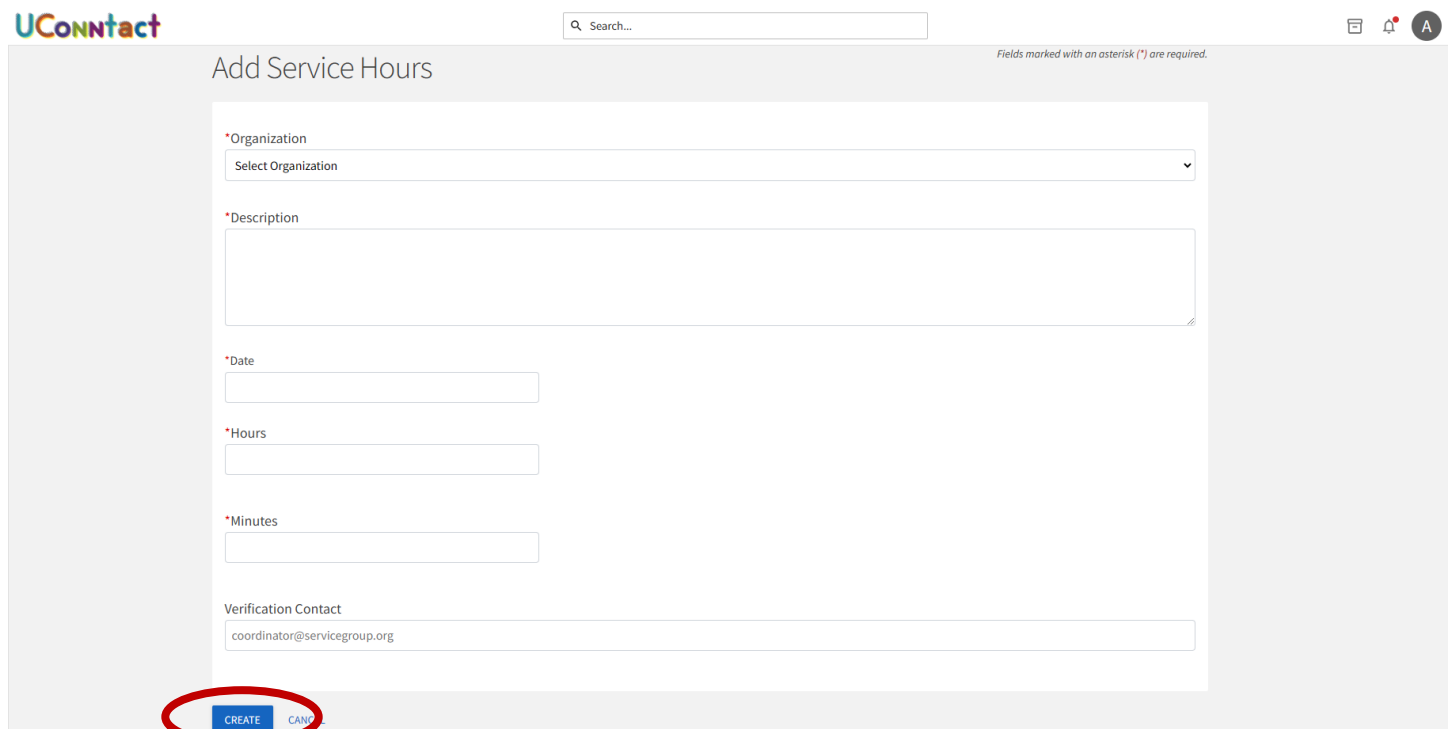
4. On the drop-down menu that appears, choose "Service Hours"



5. On the new page, click the blue “+ADD SERVICE HOURS” button in the top right corner



6. On the new page, fill out the form and press the blue “CREATE” button.
You may only log one person’s service at a time – this is why CFSD recommends individuals be responsible for logging their own hours. Be sure to select your fraternity/sorority as the organization. Please be sure the description includes what service was completed and where it was completed.



These hours are automatically listed as approved, as they are entered by chapter leadership.