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 "UConntact" logo

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i	Events		Explore Unive	ersity of Connection	cut		
03	Organizations						
Ξ	News	dana ana ana ana ana ana ana ana ana ana			Contract Contract (C)		
3	Forms	Welcome to UConntact!	UConn Storrs Invo	lvement Fair	RSO Policy Reminders:		
Η	Admin	Looking for things to do/to get involved? Her find Student Orgs and Programs!	e you'll Join us for the Fall 21 Wednesday, Sep. 4th	24 Involvement Fair on , 2-6 pm on Fairfield Way!	In Accordance with <u>Elucurints</u> , please note the following:		
YBR	INCHES	questions? SOLID@uconn.edu	Applications for table open! <u>Click to apply</u> .	ng at the Involvement Fair are now	 RSOs may not remove members or o due process. 	fficers without	
	Browse Branches					for use by itsus.	
	Alpha Epsilo 🗘 Alpha Epsilo 🌣 Alpha Kappa 🌣 Alpha Phi AL 🔅						
	Alpha Sigma	Sports Unite Africa	WAIM: Clean up and/or Sorting Clothes and Housewares	Holy Family Home and Sh	elter Our Companions Anir Trail Cleanup	nal Sanctuary -	
	Center for \$	Saturday, August 10 at 5:00PM EDT	Triday, August 23 at 9:00AM EDT	Triday, August 23 at 9:00AM E	DT DT Friday, August 23 at 9:00	AM EDT	
e		Mandfeld Hollow Field	Windham Area Interfaith Ministry	Holy Family Home and Shelts	r V Our Companions Animal	Our Companions Animal Sanctuary	
記	Delta Phi La 🙀						
	Delta Phi La 📮 Delta Phi Om 🛱	Nigerian Students Association - Graduate	Hosted by 3 organizations	Hosted by 3 organizations	Hosted by 3 organizat	tions	

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

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5	Home				Manage Organization	
3	Events					
	Organizations		JCI	Center for Fraternity and Sorority	62 Contact	
1	News			Development		
1	Forms			Development		
	Admin			Member Since September 2021		
-	NOWES		Cent	er for Fratemity and Sorority Development is the home for the social mittee and second their meaning councils at LCoop. CESD staff		
BRANCHES.		prov	ides and coordinates resources and services designed to enhance the			
	Browse Branch	es	qual	ty of chapter and council operations as well as the overall fraternal rience. Students are welcome to stop by for information, leadership		
ORG	ANIZATIONS		reso	arces, or to make an appointment with staff for specific advisement.		
				sement to assist chapter officers in establishing and maintaining		
	Alpha Delta Phi	4	Manage Home	cient organizational operations and quality programming consistent		
	Alpha Epsilo	\$		h the four pillars of Greek Life: academic achievement, service and anthropy, leadership, and brotherhood / sisterhood.		
3	Alpha Epsilo	۵	ORGANIZATION TODES	ess and ability to reserve available University facilities. finination in seminars, workshops, and retreats specifically designed for		
2	Alpha Kappa	\$	About	r members as well as chapter and council officers.		
	Alpha Phi Al	*	Events	red toward fratemities and sororities.		
	Alpha Siema	•	News	ticipation in programming initiatives of the Interfratemity Council, the incultural Greek Council, the National Pan-Hellenic Council, and the		
	Tanka ka Ta	-	Gallery	hellenic Council.		
Fil	Center for H	42	Documents	ticipation in Greek Week, Homecoming, and other University programs.		
5	Delta Phi La	\$	Forms	act information		
3	Delta Phi Om	۵	Elections	0 Hillside Road, Unit 3008		
)	Gamma Phi		Service Hours	Let Union, 302		
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5. On the new page, click the blue "+ADD SERVICE HOURS" button in the top right corner

	UConntact		Q. Search		
5 1		Manage Service Ho	ours	+ ADD SERVIC	HOURS
		July 25, 2024 - August 01, 2024		WEEK MONTH 3 MONTHS CUS	ом
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= b			Zero APPROVED HOURS	5 DENIED HOURS	
		PENDING APPROVED DENIED			
		DELETE SELECTED		Search	Q
200 200		Select Submitter There is no data available.	Date Description	Duration Action	

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.

UConntact		Q. Search		Ξ	∴ A
	Add Service Hours		Fields marked with an asterisk (*) are required	Ι.	
	•Organization				
	*Description		-		
	*Date		&		
	*Hours				
	*Minutes				
	Verification Contact				
	coordinator@servicegroup.org				
	CREATE CANC				

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