Follow the instructions below for a refresher on how to submit service hours on OLP’s service website, x2VOL.com. If you still need to set up your account, send an email to Mr. White or come to the Campus Ministry Student Lounge to walk through the process.

1. Log onto your X2VOL.com account and click on ‘My Activity Log’ under the ‘Opportunities & Projects’ tab.

3. Under 'Agency Name,' write the name of the organization that you volunteered with. In 'Project Description,' give a brief explanation of what you did for your service hours. These steps are important to familiarize us with the organization and the kind of service you are engaging in! Under 'Attachments,' attach a completed copy of the OLP Service Hour Verification Form with a signature from your supervisor.

4. List your supervisor's contact information under 'Activity Contact' so they can verify your hours online. Select either the first or last date of your service and scroll down to choose the correct number of hours. Don't forget to write a reflection on your experience! This should be 1-2 paragraphs in length and it should address your experience with the organization and the relationship between service and faith.
5. Make sure that you apply the hours under the correct goal and school year. The sample image below is from a senior’s account, but depending on the date that you did your service, there may be multiple years to choose from. Check to make sure that you have correctly identified your hours as direct or indirect. Mark the box to confirm the information you have written above and scroll down to submit - your hours should be approved in a few days!

NOTE: If your verification form splits your total number of hours between direct and indirect service, make sure you submit two separate entries and apply them under those different goals.