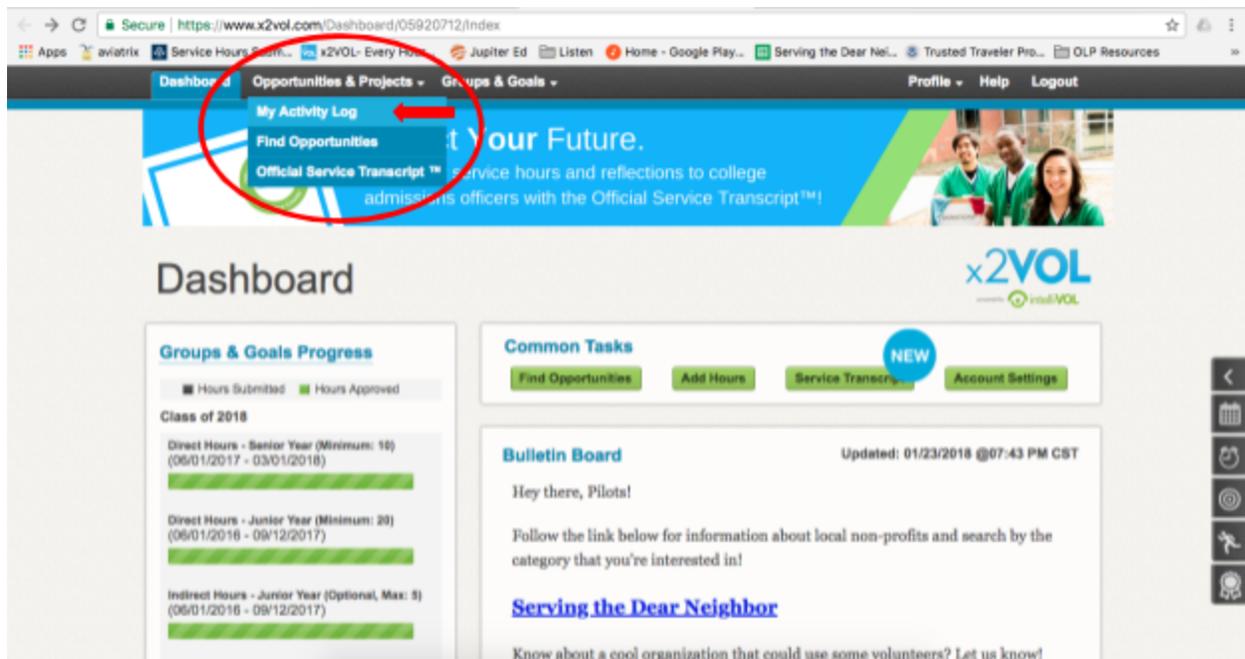


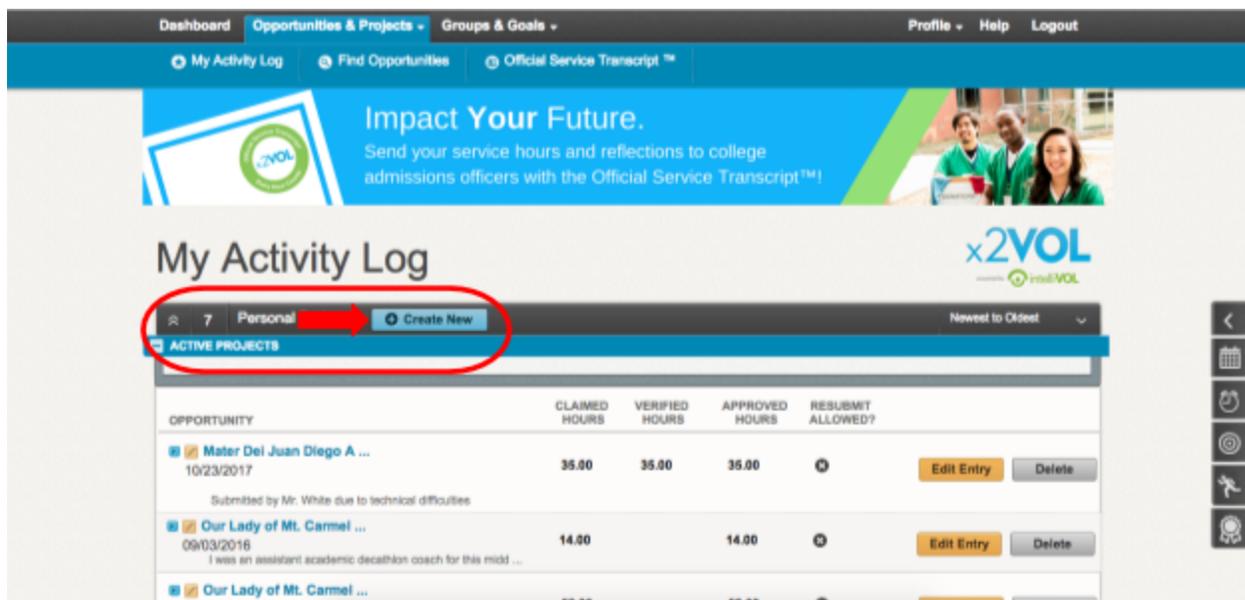
## Academy of Our Lady of Peace Submitting Service Hours on x2VOL.com

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.



2. Select '+ Create New' on the 'Personal 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.

**Create a Personal Project** x2VOL

**Activity**

[Max. 100 character]  
Agency or Organization Name

Project Description

**Attachments**

+ Add files...

You can upload pdf, jpg, png, gif, bmp, zip, xls, docx, xls, xlsx, ppt, pptx, txt, wav, mp4, fl, oax, pps, wma, flv, mov, mpg file. The maximum file size is 2MB.

Drop Files Here

Make this a recurring project  
Allows you to reuse this personal project for future claims without reentering the information.  
(ex. Volunteering at the food bank several times a month.)

**Personal Projects**  
If you've completed an event outside of what's listed in x2VOL, such as volunteering at a local hospital, then claim your hours as a Personal Project.

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.

**Activity Contact**

Name

Phone

Email Address

**Verification**  
The contact specified here will receive a verification request through the email address you've provided. The contact will verify that the service hours claimed for this event are accurate. (Remember that this information may also be audited.)

**Claim Hours**(Date that you performed the service.)  
If you volunteered multiple days for the same activity, please enter the TOTAL amount of hours and select the most recent date volunteered. You can provide the dates/date range in the Description section at the top of this page. If you have been instructed to provide one entry per date please do so.

Date: [Date Picker] Hours: [00] Minutes: [00]

**Reflections**

**Important!**

1. Please describe how you served the Dear Neighbor.  
2. How did this experience impact your faith?

- 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!

**Apply Hours to Goal(s)**

**Organization Goals**  
 Select where the hours being claimed will be credited to. Either choose an ["Exclusive Goal"](#) or choose the option ["Apply to all Non-Exclusive Goals"](#).

*NOTE: Below are all ACTIVE goals in your organization. If you are logging hours that do not belong in an active goal below, choose "Apply to all Non-Exclusive Goals" and the hours will appear in your activity log for the date you submitted.*

|                       | GOAL NAME  | GROUP           | START    | END       | GOAL  | CREDITED | REMAIN |
|-----------------------|--|-----------------|----------|-----------|-------|----------|--------|
| <input type="radio"/> | Direct Hours - Senior Year (Minimum: 10)   | ← Class of 2018 | 6/1/2017 | 3/1/2018  | 10.00 | 35.00    | 0      |
| <input type="radio"/> | Indirect Hours - Senior Year (Optional)  | ← Class of 2018 | 6/1/2017 | 3/14/2018 | 5.00  | 0.00     | 5.00   |
| <input type="radio"/> | Apply to all Non-Exclusive Goals:<br>There are no non-exclusive goals available for the given date. Your claimed hours will be recorded but may not be approved. If your organization adds a non-exclusive goal for this date, your claim will automatically be applied to it. |                 |          |           |       |          |        |

The hours that I am submitting are accurate and the details (including hours, dates, location and contact information) are truthful. I understand that the information I am submitting may be audited for accuracy. If inaccuracies are discovered, I understand that I may be removed from x2VOL and additional consequences may be imposed by my school. ←

**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.

**THIS SECTION MUST BE FILLED OUT BY A SUPERVISOR**

Evaluation of Service: Please circle and add a comment if you wish.

|                       | Excellent | Above Average | Average | Below Average | Poor |
|-----------------------|-----------|---------------|---------|---------------|------|
| <b>Attitude</b>       | 5         | 4             | 3       | 2             | 1    |
| <b>Leadership</b>     | 5         | 4             | 3       | 2             | 1    |
| <b>Responsibility</b> | 5         | 4             | 3       | 2             | 1    |
| <b>Relationships</b>  | 5         | 4             | 3       | 2             | 1    |
| <b>Follow-Through</b> | 5         | 4             | 3       | 2             | 1    |

**Comments:**

**Total DIRECT Hours** \_\_\_\_\_

**Total INDIRECT Hours** \_\_\_\_\_

**SUPERVISOR SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_