The Greek Member Experience

Community Service Hours
All of the tracks can be completed in the way that individual members and chapters see fit, with the exception of the Community Impact track. **Members must meet one of the 3 requirements in this track by completing 15 hours of community service within the academic year.** Students must be actively engaged in actual service during these hours (ex. Food bank, tutoring, park clean-up) and participation in philanthropy/fundraising events or donation drives will not count towards completion of this item. Students must log all community service hours through Anchor Link. Chapter officers are responsible for reviewing and approving all service hours.

Logging Service Hours (picture 1):
1. Click on your name in the black toolbar and select “Involvement” from the drop down
2. Click “Service Hours” in the gray toolbar
3. Select your Greek chapter under “Organization”
4. Enter a brief description of your community service activity
5. Enter the date, hours, and minutes of the service
6. A verification contact is not required
7. Click Create to submit these hours to your chapter for approval

*Note: Service Hours can also be added directly from the chapter's Anchor Link page.

*Picture 1:*
The Greek Member Experience

Approving Service Hours (*picture 2)*:
Officers are responsible for reviewing and approving hours that are submitted by chapter members through Anchor Link on an ongoing basis. Hours that do not constitute community service, such as philanthropy events, should be denied. To review hours:

1. Go to your chapter’s group in Anchor Link
2. Click “Service Hours” in the gray toolbar
3. Click the “Manage Service Hours” button

*Picture 2*

4. Review the Pending Hours then click “Approve” or “Deny” next to each entry
   a. For any hours you deny, you will be asked to provide a comment explaining why

<table>
<thead>
<tr>
<th>Submitter</th>
<th>Date</th>
<th>Description</th>
<th>Duration</th>
<th>Approve</th>
<th>Deny</th>
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<tbody>
<tr>
<td>Lori Murphy</td>
<td>8/20/2015</td>
<td>Example Service Hours Logging</td>
<td>2:00</td>
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<tr>
<td>Richard Arrington</td>
<td>4/14/2015</td>
<td>YWCA</td>
<td>2:30</td>
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