Service Hours FAQs

Complete at least twelve hours of service each year. These service hours must be done for a non-profit organization, and recorded in the WeberSync system.

- First you must register to use the WeberSync tracking system
- You should have received an invitation to join Aletheia in WeberSync
- If you did not receive it, please call the office to request the invitation (801) 626-6006
- Once you are registered for WeberSync and linked to Aletheia, I will be able to run a report to see your service throughout the year. This is how you get credit.
- Your service may be completed any time between June 1-May 31 for each academic year

TIPS:

- Make sure you are serving a NON-PROFIT ORGANIZATION. If you are unsure, ask. For example, McKay-Dee Hospital is non-profit, but Ogden Regional is for profit. A church calling or cleaning assignment does not count as community service.
- When you do service, you need a REFERENCE who can approve your hours. Be sure to tell them to watch for an email titled “(your name) needs your approval.” They will just have to click a couple of buttons to approve. If they do not do that, you do not get credit for your service. You may do your service in plenty of time, but if your reference does not approve the hours by May 31, your service will not count toward your Aletheia requirement.
- DO NOT PUT OFF YOUR SERVICE. Students have lost their scholarships because they waited too long and were unable to finish in time. I suggest doing it in the summer (after June 1) so you don’t have to worry about it.
- If your SERVICE IS ONGOING, for example, if you began your service on March 1 and continued serving through July 20, you need to make two entries. If it crosses over that May 31 deadline, it will only show on the report for the previous year. So, you will need to do an entry from March 1-May 31 (including the hours you completed during that time period) then add another entry from June 1-July 20 (for that time period).
LOGGING SERVICE HOURS – STEP-BY-STEP

1. Log in to WeberSync through your eWeber portal

2. Click on “My Memberships”
3. Click on the “Aletheia” icon

4. In the Aletheia group, you can see events and log your hours
5. Click “Track Community Engagement Hours” to log your service

6. Then simply follow the directions on the submission page (you do not need to upload a file as long as you have a reference email address) – If your organization is not on the “Service Partner” list, just type “other” and a new box will be generated where you can type the name

7. Submit your entry