

How to Document your Service Hours



Download the “Weber Connect” App

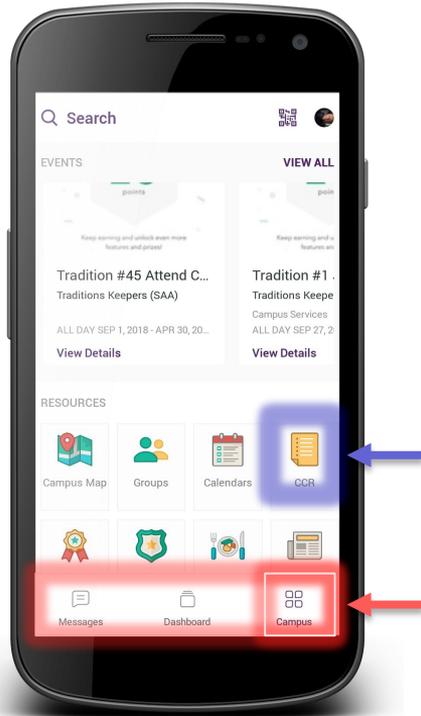


Weber Connect

The Center for Community Engaged Learning has officially transitioned to a paperless, tracking system called, Weber Connect. This system can perform a variety of functions that will benefit students, faculty and community partners. One of Weber Connect’s benefits will be the digital tracking of community engagement. It will also be utilized as a streamlined location for advertising volunteer opportunities.

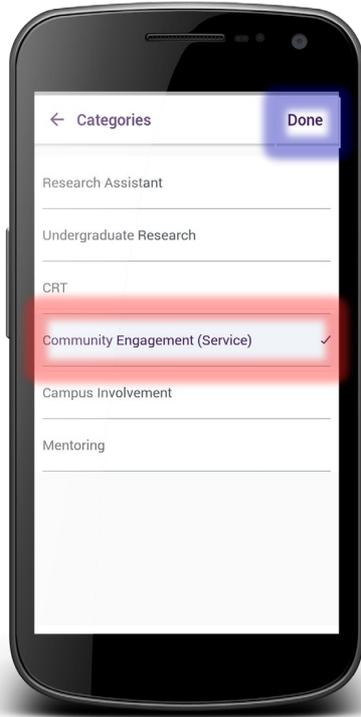
Download the Weber Connect app to your phone today!



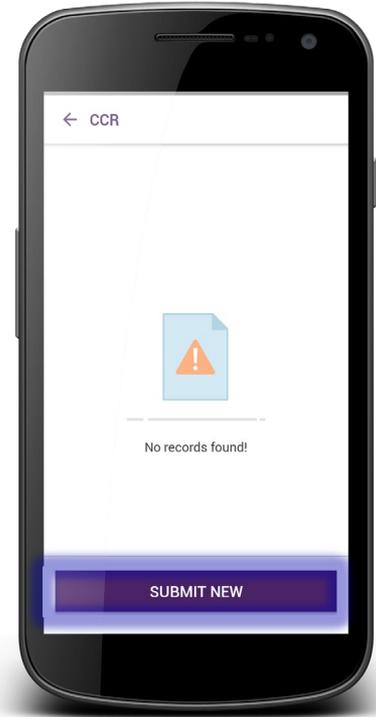


As you open the App you will notice Three tabs at the bottom of the screen. Go ahead and click “Campus”

You will now notice a series of additional tabs that allow you to navigate a series of resources. Go ahead and click “CCR”



As you are attempting to submit your service hours you will select the “Community Engagement (Service)” option and move forward with the “Done” button in the top right corner.





You will now come the Service Description interface, this is where you will include all of the necessary information to properly document your service hours.

Position Name: This is where you will include the name attached to where you did the service (Name of business or general location where you did the service)

Total Hours: This is where you will include the total hours that you spent on this service project (The program will round this to the nearest whole number)

Start Date/ End Date: This is for the month and year that you completed the project, if it was done in the same month go ahead and select your end date with the same month and year as the start date.

Supervisor: The Supervisor will be the point of contact for the service project, this is the person that you are either doing service for or the person that is over the event that you are helping for. They will be contacted to confirm your participation and hours so make sure to provide accurate information.

Description: This box will remain unchanged as your form is submitted therefore this is where you will include a summary of your service that documents the exact hours/ minutes spent, the actual start and end day and month of the service project, also include the club in which you are doing the service for.

The image shows a smartphone screen displaying a 'New Submission' form. The form has a title bar with a close button (X) on the left and a 'SUBMIT' button on the right. Below the title bar are several input fields: 'Position Name', 'Total Hours', 'Start Date', 'End Date', 'Supervisor', 'Name', 'Phone or Email', 'Competencies' (with a right-pointing chevron), and 'Description'. The 'Supervisor' field is highlighted with a gray background. The phone is shown from a slightly elevated angle, casting a soft shadow on the surface below it.