TRACKING YOUR COMMUNITY SERVICE HOURS
ACCESS THE CCEL WEBPAGE

WEBER.EDU/CCEL/TRACKINGHOURS.HTML
FOLLOW THE 2-STEP PROCESS

Track your Community Engagement Hours

- **STEP 1**: CCEL Participant Waiver
- **STEP 2**: Log Student Hours
- **STEP 3**: Request a Community Engagement Report
STEP ONE CONSIDERATIONS

You will sign here using the mouse!

As this system is utilized for WSU students, each club will need a representative to log the hours of community members under their student information. During the “Step 2” process there will be a “Description box” where you will type the full names of the club community members that participated!
STEP TWO CONSIDERATIONS

Select the “Other” option to submit hours for Campus Recreation!

Proceed to enter your information in here!
STEP TWO CONSIDERATIONS

Ensure that you provide accurate information for the representative that you did community service hours for!

Select “WSU Club” from the dropdown!

Type the name of your club in the “Name of organization” box!
**STEP TWO CONSIDERATIONS**

Ensure that you are providing relevant and concise details to describe the service project. This is also where you will include the names of the club community members that also participated!

Select which category your service project Best fits under! (you can select more than one)

<table>
<thead>
<tr>
<th>Description and/or reflection of community engagement</th>
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<tbody>
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<table>
<thead>
<tr>
<th>Type of community engagement (select all that apply)</th>
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<tbody>
<tr>
<td>Direct Service</td>
</tr>
<tr>
<td>Civic/Democratic Engagement</td>
</tr>
<tr>
<td>Community Research</td>
</tr>
<tr>
<td>Community Engaged Project (ongoing project)</td>
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</table>
YOUR SERVICE HOURS ARE LOGGED!