

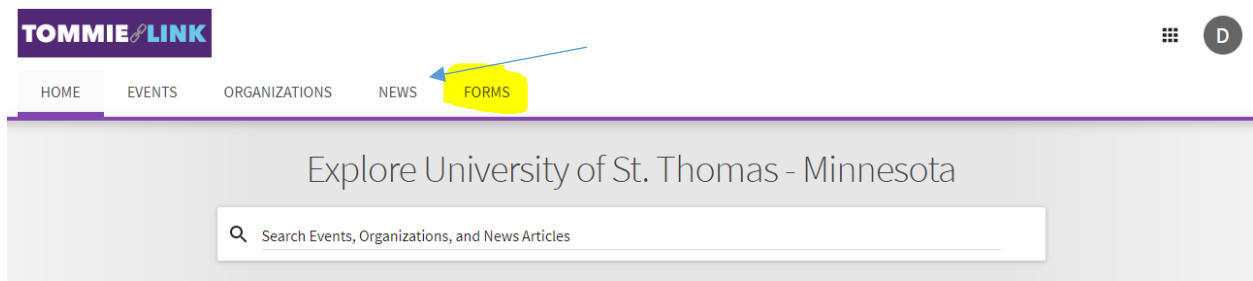


HOW TO SUBMIT A CLUB VOLUNTEER PROJECT

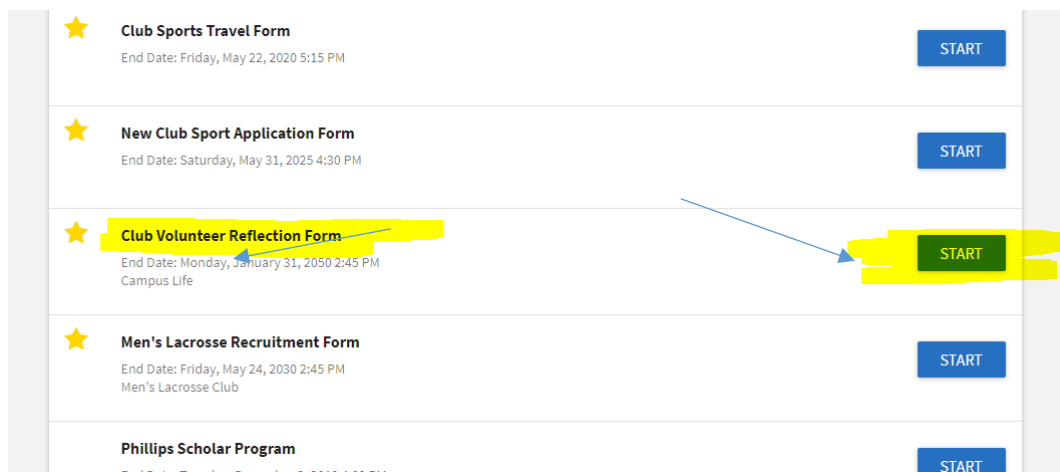
Step 1: Log-in using your St. Thomas User Name and Password



Step 2: Select Forms



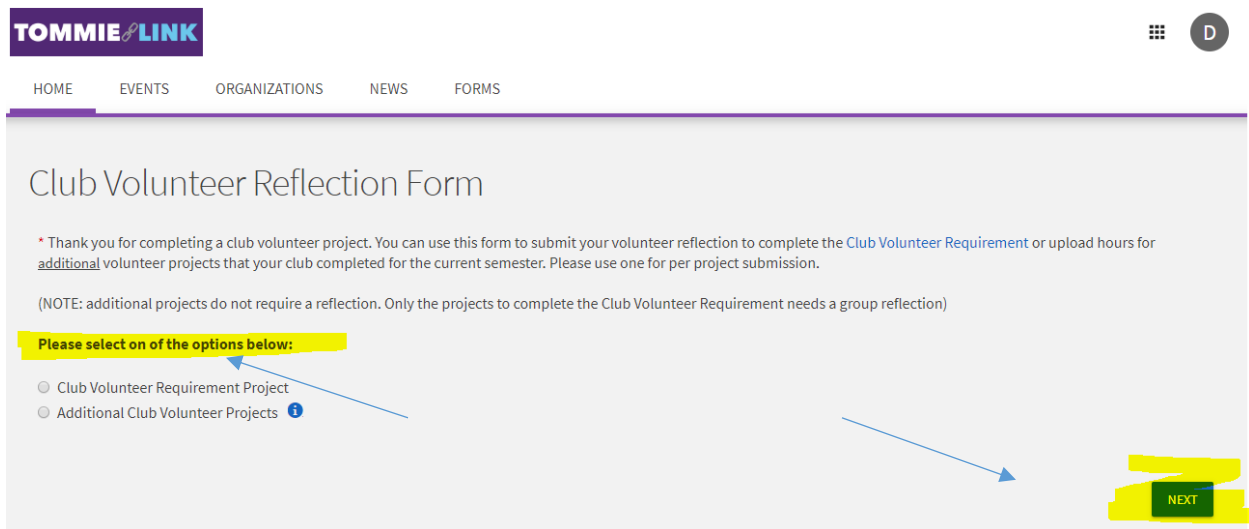
Step 3: Click "Start" on the Club Volunteer Reflection Form. Please note the order of these forms is always changing and you may need to scroll down.



Step 4: If this is the first volunteer project your club has done this semester click “Club Volunteer Requirement Project.”

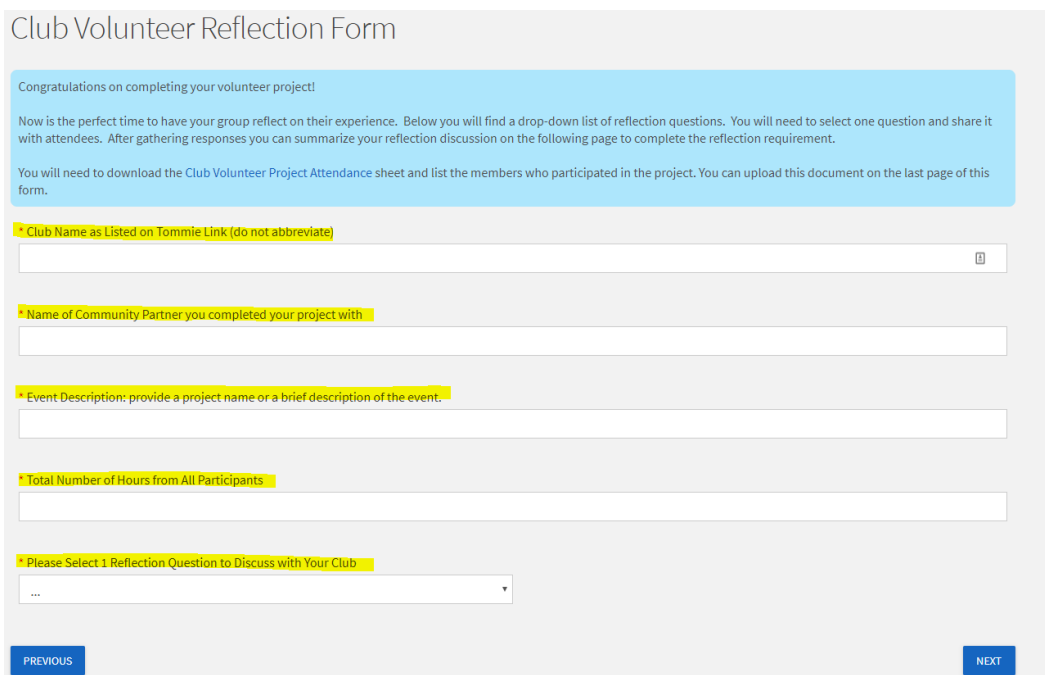
If your club went above and beyond and hosted multiple volunteer projects this semester. The first project goes under “Club Volunteer Requirement Project” and additional projects go under “Additional Club Volunteer Projects”. Only the “Club Volunteer Requirement Project” requires a reflection.

NOTE: only 1 person from your club needs to submit this from



The screenshot shows the Tommie Link website header with navigation links: HOME, EVENTS, ORGANIZATIONS, NEWS, FORMS. The main heading is "Club Volunteer Reflection Form". Below the heading is a paragraph of instructions: "* Thank you for completing a club volunteer project. You can use this form to submit your volunteer reflection to complete the Club Volunteer Requirement or upload hours for additional volunteer projects that your club completed for the current semester. Please use one for per project submission." Below this is a note: "(NOTE: additional projects do not require a reflection. Only the projects to complete the Club Volunteer Requirement needs a group reflection)". A yellow box highlights the text "Please select on of the options below:". Below this are two radio button options: "Club Volunteer Requirement Project" and "Additional Club Volunteer Projects". A blue arrow points from the yellow box to the first option. Another blue arrow points from the second option to a yellow box containing a "NEXT" button.

Step 5: Fill out all questions on this page.



The screenshot shows the "Club Volunteer Reflection Form" with a light blue header box containing the following text: "Congratulations on completing your volunteer project! Now is the perfect time to have your group reflect on their experience. Below you will find a drop-down list of reflection questions. You will need to select one question and share it with attendees. After gathering responses you can summarize your reflection discussion on the following page to complete the reflection requirement. You will need to download the Club Volunteer Project Attendance sheet and list the members who participated in the project. You can upload this document on the last page of this form." Below the header are several input fields with yellow labels: "Club Name as Listed on Tommie Link (do not abbreviate)", "Name of Community Partner you completed your project with", "Event Description: provide a project name or a brief description of the event.", "Total Number of Hours from All Participants", and "Please Select 1 Reflection Question to Discuss with Your Club" (a dropdown menu). At the bottom are "PREVIOUS" and "NEXT" buttons.

Step 6: Whichever Reflection Question you selected will appear on the next page. We are looking for something that is a little deeper than surface level. However, this don't not need to be a page long, but you must submit at least a paragraph. The reflection should be from the perspective of the club and should not be the writer's personal reflection.

Club Volunteer Reflection Form

* What did your club members learn about themselves from this experience?

[PREVIOUS](#) [NEXT](#)

Step 7: Click on the hyperlink to download the "Club Volunteer Project Attendance". You will need to fill out and upload this excel sheet to this page.

Club Volunteer Reflection Form

* Clubs are encouraged to have 2/3 of there members participate in their volunteer projects each semester. Please download the [CLUB VOLUNTEER PROJECT ATTENDANCE FORM](#), then click "UPLOAD FILE" to attach the document. **DO NOT UPLOAD A PDF OR WORD FILE. EXCEL FILES ONLY.**

In order to recognized the time commitment to the volunteer project, the form will ask to record the number of minutes each member served at the event.

[UPLOAD FILE](#)

[PREVIOUS](#) [NEXT](#)

Step 8: On the Excel Sheet fill out Columns A-F and save

A	B	C	D	E	F
CLUB VOLUNTEER PROJECT ATTENDANCE FORM					
If a member participated at a vounteer event on multiple dates, please fill out a separate row with the member's information for each additional date.					
Only use the email listed on the students info card in your club's Tommie Link Roster (ex. abcd1234@stthomas.edu) in this form. Do not use their UST VANITY EMAIL.					
First Name	Last Name	Username (EX. abcd1234@stthomas.edu)	Number of Minutes Completed	Description (Name of Event or Project)	Date (mm/dd/yyyy)

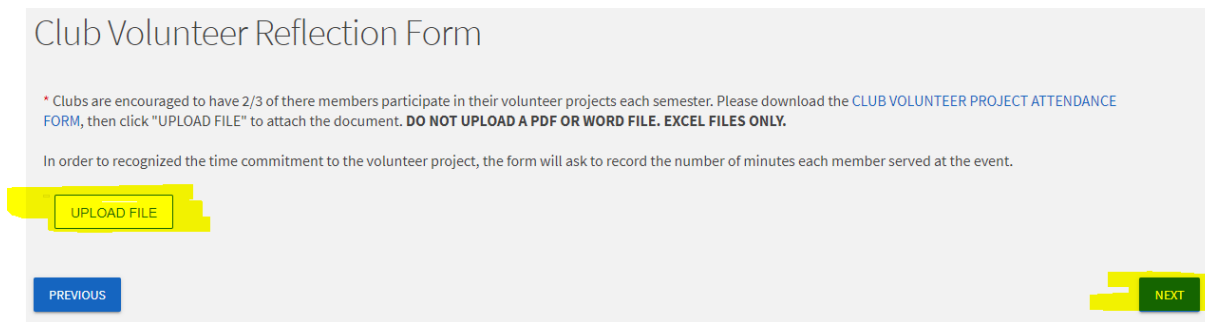
Important Notes

Column C: Username if possible do not put down a vanity e-mail (dustinkillpack@stthomas) we are looking for kill7726 or kill7726@stthomas.edu. However a vanity is better than nothing if you don't know.

Column D: This is number of minutes NOT number of hours

Column F: Do not put multiple dates in this section. Create a new line to submit hours from different dates.

Step 9: Upload excel file and click "Next". Then you are done!! :)



The screenshot shows a web form titled "Club Volunteer Reflection Form". It includes a blue asterisked note: "* Clubs are encouraged to have 2/3 of there members participate in their volunteer projects each semester. Please download the CLUB VOLUNTEER PROJECT ATTENDANCE FORM, then click 'UPLOAD FILE' to attach the document. DO NOT UPLOAD A PDF OR WORD FILE. EXCEL FILES ONLY." Below this is a line of text: "In order to recognized the time commitment to the volunteer project, the form will ask to record the number of minutes each member served at the event." At the bottom, there are three buttons: a blue "PREVIOUS" button on the left, a yellow "UPLOAD FILE" button in the center, and a green "NEXT" button on the right. The "NEXT" button is highlighted with a yellow brushstroke.