SVCC Impact Program Students
SUBMITTING VOLUNTEER HOURS

CALENDAR EVENT SUBMISSIONS

What is a Calendar Event?

Calendar events are volunteer opportunities that are found on the Impact web portal.

1. To sign up for a Calendar event, please log in to your SVCC Impact account.

2. Click on the tab in the red toolbar labeled **Event Calendar** or **Upcoming Event Listing** tab.

3. Find an event you are interested in, click on the event, and then select **I would like to attend this event**.

4. Next, click on the red button labeled **Sign-Up For Event.**

5. By clicking that button you have signed up for that event and have logged the hours. You do not need to complete any additional steps to submit hours for Calendar events.

6. If you are signed up for an event and can no longer attend, please remove your name from the event by clicking on the **Hour Tracking/Submission** tab in the red toolbar and then clicking on the corresponding **Delete** button. If you need to cancel within 24 hours of an event, please contact the event supervisor directly to notify them either by phone or email.

NON-CALENDAR EVENT SUBMISSIONS

What is a Non-Calendar Event?

Non-Calendar events are volunteer opportunities that students find on their own, not on the Impact Calendar. Non-Calendar volunteering must be done with a non-profit organization, school, place of worship, community event, or community organization. Please email **impact@svcc.edu** to pre-approve any Non-Calendar events.

1. Students must bring the Non-Calendar Hours Submission Form to the volunteer event.

2. You will not be able to submit Non-Calendar volunteer hours without providing a supervisor signed form along with the online hours submission form.

3. First, log in to your SVCC Impact account.

4. Click on the tab **Hours Tracking/Submissions** in the top toolbar.

5. Next, click on the button labeled **Click here to submit additional hours**.

6. Complete the form by making sure to enter in all of the details accurately **AND** attach a picture of your Non-Calendar Hours Submission Form with your supervisor's signature.

7. Please make sure to submit Non-Calendar events within 2 weeks of the event date. Non-Calendar volunteer hours will only be applied to your account if you have provided the Non-Calendar Hours Submission Form with supervisor signature.

If you have any questions, please contact us at impact@svcc.edu.