



SVCC Impact Program Volunteer Partner

VERIFYING VOLUNTEER HOURS

VERIFYING CALENDAR EVENTS

What is a Calendar Event?

Calendar events are posted by Impact Volunteer Partners directly on to the Impact web portal. Students can sign up for these events online.

- 1 First, log in to your SVCC Impact Volunteer Partner account.
- 2 Click on the **Review Events** tab in the top red toolbar.
- 3 Next click the **Confirm Attendees/Hours** button for the event that you wish to verify volunteer hours for; please note that volunteer hours must be verified within 2 weeks of the event date. Once you click the button, you will view a list of students that signed up to volunteer at your event. Enter the number of hours volunteered for each student. If they volunteered longer than what the event was set for, please email impact@svcc.edu and an Impact Program Coordinator will enter in the correct number of hours. If a student did not attend the event, you can use the **no-show** button which will populate the hours to zero.
- 4 Once you have successfully verified the hours, the **Hours Confirmed** will turn gray under **Review Events** signifying that all hours have been approved.

VERIFYING NON-CALENDAR EVENTS

What is a Non- Calendar Event?

Non-Calendar events are volunteer opportunities that students did not use the Impact web portal Calendar to sign up for. Students either volunteered with an organization on their own or they volunteered for a Calendar event, but did not sign up online ahead of time. In this situation, students will have to use the Non-Calendar process to log their hours.

- 1 Students will bring the Non-Calendar Hours Submission Form to the volunteer event and fill out the document with their information.
- 2 Once the event is complete, they will ask for a supervisor signature on the form. By signing the form, you have verified the student's hours and no additional action is required.

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



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