

# UCLA Alumni Scholars Club

## How to: Logging Service Hours

Welcome back scholars! Starting in the 2017-2018 year, the Alumni Scholars Club is implementing a new method of logging service hours. Please consult the guide below if you have any questions.

**Step 1:** Login to your ASC account and navigate to the “*Manage Service Hours & Renewal Events*”

**Step 2:** Understanding the Service Hour Management Display

**Service Hour Progress**

8 / 30 Service Hours Completed  
Renewal Event: **Complete** ✓

UCLA-Specific Service Hours (Minimum 10 Required):  
8/10

27%

Shows percent of required service completed.

Indicates whether or not you have completed your annual ASC renewal event.

Indicates the amount of UCLA-specific service you have completed.

**Step 3:** Submitting Service Hours

- Click the “*Submit Hours*” button on the bottom right.
- Fill out all information correctly & accurately

**Submit Service Hours**

Name of Service: Ex. Volunteering at Los Angeles Food Bank

Brief Description of Service: Helped clean, organize, and package food into bins.

Hours Served: 3.0

Date of Service: January 1, 2016

UCLA Service:  Service was completed via a UCLA-affiliated sponsor. \*Minimum of 10 UCLA hours is required per year.

Renewal Event:  \*Minimum of 1 renewal event is required per year.

Organization Sponsoring Service Activity: LA Food Bank

Service Supervisor: Jane Doe

Service Supervisor Contact Info: Email: jane@example.com / Phone: 888-888-8888

Please verify that all information is accurate before submitting your service hours. Incorrect information could lead to a denial of your request.

Cancel Submit

Service supervisor contact information will be used to verify your service.

Check here if the service was completed through a UCLA-affiliated sponsor.

Check here if the service is considered an ASC renewal event.

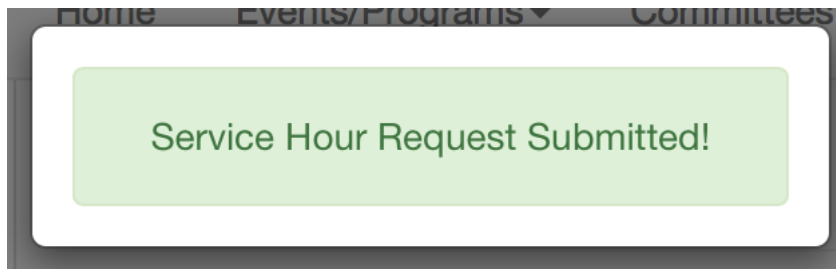
## Step 4: Correct Any Errors

Please Fill Out All Fields!

- If you miss any fields and/or information is incorrectly entered, you will receive an alert similar to above. Please correct your entry and try submitting again.

## Step 5: Successful Submission

- If everything was submitted correctly, you will receive a success notification similar to below. Please wait for the submission to be verified and approved by the ASC directors before progress is reflected on the above display.



## Step 5: Viewing Service Hour Submissions

### Service Hour Submissions

Name of Service	Date	Hours	Status	Actions
<a href="#">LA Food Bank</a>	04-26-16	3	Pending	<a href="#">✎</a>   <a href="#">✕</a>
<a href="#">Hospital Volunteering</a>	09-13-16	50	Denied	<a href="#">✎</a>   <a href="#">✕</a>
<a href="#">Alumni Mentor Event</a>	03-05-17	2	Approved	<a href="#">✎</a>   <a href="#">✕</a>
<a href="#">UCLA Special Olympics</a>	10-13-16	6	Approved	<a href="#">✎</a>   <a href="#">✕</a>

- Click on the service name for more details about each service event.
- The status will be marked as pending until approved by an ASC director.
- Your service entry can be edited or deleted via the actions tab on the right. **Note:** Editing your service entry will require it to be re-approved.

- Yellow table rows indicate that the service submission was approved as an ASC-certified renewal event.

### **Submitting an Audit Request**

- If you feel that your service hour log is inaccurate and/or you wish to contest a previously denied submission, click the red *“Request Service Hour Audit”* button on the bottom left of your screen.



**Request Service Hour Audit**

- You will receive an email from an ASC director shortly regarding the matter.