


Track it Forward - How to Build a Resume

Students now have an easy way to print/download logs, resumes to share with others for scholarship applications, college or other reasons.

- Follow these easy steps:
- Step 1 Log into Track it Forward
 - Step 2 Click Log Hours
 - Step 3 Click Service Resume




Penn-Trafford High School

[Log Hours](#)[Charts](#)[Events](#)

[Refer Friends & Get \\$100!](#)
Account (logged in as Student Test)

Log Hours

Hours:
--Select Hour--

Date Volunteered: 
Feb 16 2024

Activity:
---Select Activity---

Notes:

Verifications: Organizer* [add a new organizer](#)
Choose Organizer

Submit Time




Timesheet

export | service resume


Graduation Requirement: 8/30 Hours
1 pending Hours

National Honor Society: 0/10 Hours

Science National Honor Society: 0/10 Hours

Date	Activity	Hours
02/12/24 	Outside of School Activity - Count Towards Graduation	1 pending
02/04/24 	Outside of School Activity - Count Towards Graduation	4
02/04/24 	Outside of School Activity - Count Towards Graduation	2 rejected

Step 4 Click Download Service Resume



Penn-Trafford High School

[Log Hours](#)[Charts](#)[Events](#)

[Refer Friends & Get \\$100!](#)
Account (logged in as Student Test)

Service Resume


Date Range (expand)
over all time using volunteered date

Choose the fields (expand)
all fields selected

Download Service Resume

Download Service Resume

Step 5 Print or Download Resume



SERVICE RESUME
Student Test
21 hours

PENN-TRAFFORD HIGH SCHOOL

DATE	ACTIVITY	HOURS
2024-02-04	Outside of School Activity - Count Towards Graduation <i>Notes:</i> On Saturday, February 4, 2024 I spent 4 hours at the Methodist Church collecting food and delivering it to the food pantry. This was done as a project for my Boy Scout Troop. Troop Leader Mr. John Williams supervised the event and can verify my hours.	4
2024-01-14	Outside of School Activity - Count Towards Graduation <i>Notes:</i> My Boy Scout Troop worked from 8:00 AM until 11:00 AM at the PT Food Bank collecting, organizing and delivering food to the community church.	3
2023-11-07	Outside of School Activity - Count Towards Science NHS Requirement <i>Notes:</i> Prior to Track It Forward	5
2023-11-07	RequirementCommunity Action Program (C.A.P.) - Count Towards Graduation Requirement <i>Notes:</i> Prior to Track It Forward	5
2023-11-09	RequirementCommunity Action Program (C.A.P.) - Count Towards Graduation Requirement <i>Notes:</i> llhjkbkb.jn/l	1
2023-11-09	Outside of School Activity - Count Towards Science NHS Requirement	1
2023-11-09	RequirementCommunity Action Program (C.A.P.) - Count Towards Graduation Requirement	1
2023-11-09	Outside of School Activity - Count Towards Graduation	1

All hours have been approved by site administrators on Track It Forward

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