How to Report Volunteer Hours

Follow the steps below to report Volunteer Hours with our external Community Partners or through ACC offices and programs.

You will likely need to provide the following information: your name, your email, your ACC eID, your course section (if applicable), your instructor name (if applicable), the name of the organization for which you volunteered, the name and email of the person verifying your volunteer hours (usually the supervisor of your volunteer shift).

This Google Form will provide an email completion certification which may then be submitted to the requesting instructor or organization for verification. Note that the Google Form does not provide verification of volunteer hours, though the email may be sent to the community partner to verify hours.

Submit hours through Google Form

The Office of Experiential Learning offers a "Tracking Your Volunteer Hours" Google Form to aid students and employees in tracking their volunteer hours both on- and off-campus. This form is a tool for tracking volunteer hours: it does not provide verification of the hours, but the user will receive an email copy of this form which may then be forwarded to the organization's supervisor who may confirm the hours worked.

Steps:

1. CLICK HERE to access the form, or use the URL:
   https://docs.google.com/forms/d/e/1FAIpQLSfitcL5bc47sPJoR9_qJdgna71sq5tgDvyBXrsTkCBVDQI4xg/viewform?usp=sf_link
2. Complete the form.
3. Check your email for a confirmation and copy of your form answers.

4. If your instructor (or other person) requires verification of your volunteer hours from the community partner, please forward the email confirmation and copy of your answers to the community partner and request their verification.