

INDIVIDUAL COMMUNITY SERVICE HOURS TRACKING FORM

Use this form to track time to track your Individual Community Service Hours. When complete, enter the hours on the **Xello** web page (**PLEASE SEE PAGE 2 FOR DIRECTIONS ON HOW TO DO THIS**).

Print Name: _____

SDNB ID Number: _____

Graduation Year: _____

Email: _____

Parent Contact: _____

Hours may **NOT** be earned for:

1. Any service with a material or monetary reward
2. Court-referred community service hours
3. Fundraising for New Berlin clubs, sports or organizations.
4. Hours working for a business or organization that earns a profit
5. Hours helping a family member in a role that typically any family member would do, e.g. babysitting for a sibling, household chores, etc.
6. Hours worked prior to the last day of your 8th grade year

Date(s)	Total Time	Organization	Activity	Supervisor's Contact Info	Supervisor's Signature

Total Hours: _____

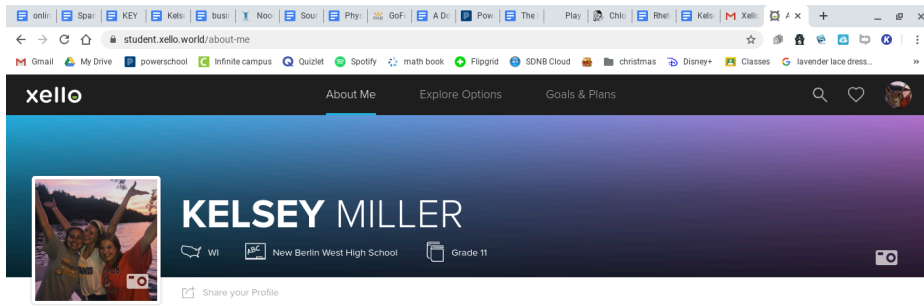
Parent/Student Confirmation of Hours of Service: I hereby verify that the Community Service activities were completed as described above:

Student Signature: _____ Date: _____ Parent Signature: _____ Date: _____

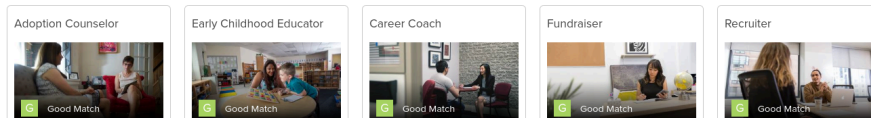
Advisory Teacher Signature: _____ Date: _____

Directions for Submitting Hours on Xello

1. Click on “About Me”



CAREER MATCHES



2. Under “Experiences” click on “Volunteer”

A screenshot of the 'VOLUNTEER EXPERIENCE' form on the Xello website. The form is titled 'VOLUNTEER EXPERIENCE' and has 'Cancel' and 'Save' buttons at the top. The form fields are: 'Position' (Acolyting), 'Organization' (St. Elizabeth Ann Seton), 'Time Period (Required)' (from January 2020 to March 2020, with an 'Ongoing' checkbox), 'Service Hours' (4 hours and 30 minutes), and 'City or Town' (New Berlin). The form is displayed on a dark background. The browser's address bar shows 'student.xello.world/experiences/volunteer'. The bottom of the screen shows a taskbar with various application icons and a system tray with a 'Sign out' button, US flag, and the time 10:45.

3. Enter and Save your volunteer experience

The screenshot shows the Xello 'About Me' page. The top navigation bar includes 'xello', 'About Me', 'Explore Options', and 'Goals & Plans'. Below this is a section titled 'EXPERIENCES' with tabs for 'Work', 'Volunteer', 'Education', and 'Life'. A timeline from 2017 to 2020 displays various volunteer activities as horizontal bars. The 'Volunteer' tab is active, showing activities like 'VOLLEYBALL LINE JUDGE / ...', 'BLOOD DRIVES', 'MISSION TRIP', 'ACOLYTING', and 'MORNING ANNOUNCEMENTS'. Below the timeline are three empty boxes labeled 'SKILLS', 'INTERESTS', and 'PLACES'. The bottom of the page features a 'Sign out' button and system status icons.

Year	Activity
2017	MISSION TRIP
2018	MISSION TRIP
2019	MISSION TRIP
2020	ACOLYTING

4. Upload this Form to your “Storyboard” and save it.