

# Entering Community Service hours into XELLO

You will find the Xello tile in your student portal! You can find your student portal log-on in 2 places.

Search for Frisco ISD. On the FISD homepage, click the students tab. Scroll down to student portal and click icon. Your user name is your Student ID and your password is your 8 digit birthday.

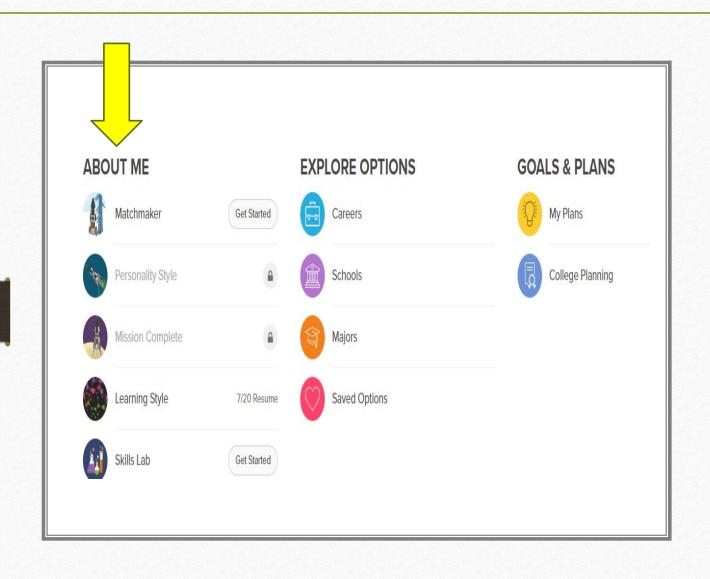
Frisco ISD does NOT require community service for graduation, but there is an optional recognition program for students with 100 approved hours by April 1<sup>st</sup> of their Senior year. While general volunteerism is admirable, the district has specific criteria to qualify for the recognition program. Please reference the FISD Academic guide for guidance on what FISD will accept for the 100 hour Community service program; there may be some instances where the hours that have previously been accepted are no longer accepted (i.e. helping someone with a school project).

#### Please Remember:

- Hours must be descriptively logged into Xello.
- Only hours performed outside of the school day are accepted.
- Please do not use acronyms or abbreviations for organizations or in your descriptions.
- Neither parents nor students may approve hours.

Your service hours will be reviewed by RHS Counseling Staff and will either be approved or not approved. If you volunteer for an event that is not approved, see Mrs. Schell for clarification---the issue might be as simple as needing a little more information. **It's up to you to find out!** The reviewing process might take several days.

RHS Approved Community Service	RHS-Non Approved Community Service
*Any Volunteer Work for a Non- Profit Organization.  * Church Activities such as Awana, VBS, Fundraisers for other non-profits (not fundraisers for the church itself)  *Community Events such as Health Fairs or Easter Egg Hunts.  *Any Activities Organized through RHS or sent from the Counseling Department.  * Races that benefit a Non-Profit.(hours earned for races must be as a Volunteer not a participant of the race.)  *"Candy Striper" type care at a hospital.  * Mission Trips (you may only count the portion of the trip where you actually are serving the community)	*You are a Cheerleader and work and event to raise money for cheerleading.  *You are on the Debate Team and help with a Debate Team bulletin board during school hours. (after school hours would count)  *You work Usher, Choir, Technical Support or Other Activities Sunday Mornings at church.  * You work the senior fundraiser to raise money for seniors.  *Your babysit your neighbor's children (even if it's free)  * Passing out flyers or visiting with neighbors about a specific religious organization.  *Raising money for a booster includes car washes, concessions, and sales)  *Training to serve.



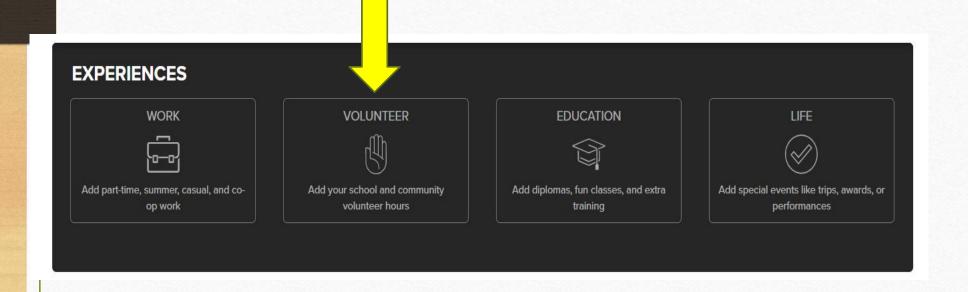
## Your Dashboard

- When you log into Xello, it will bring you to your dashboard. You will see three option on the top of the page.
- 1. ABOUT ME
- 2. EXPLORE OPTIONS
- 3. GOALS & PLANS

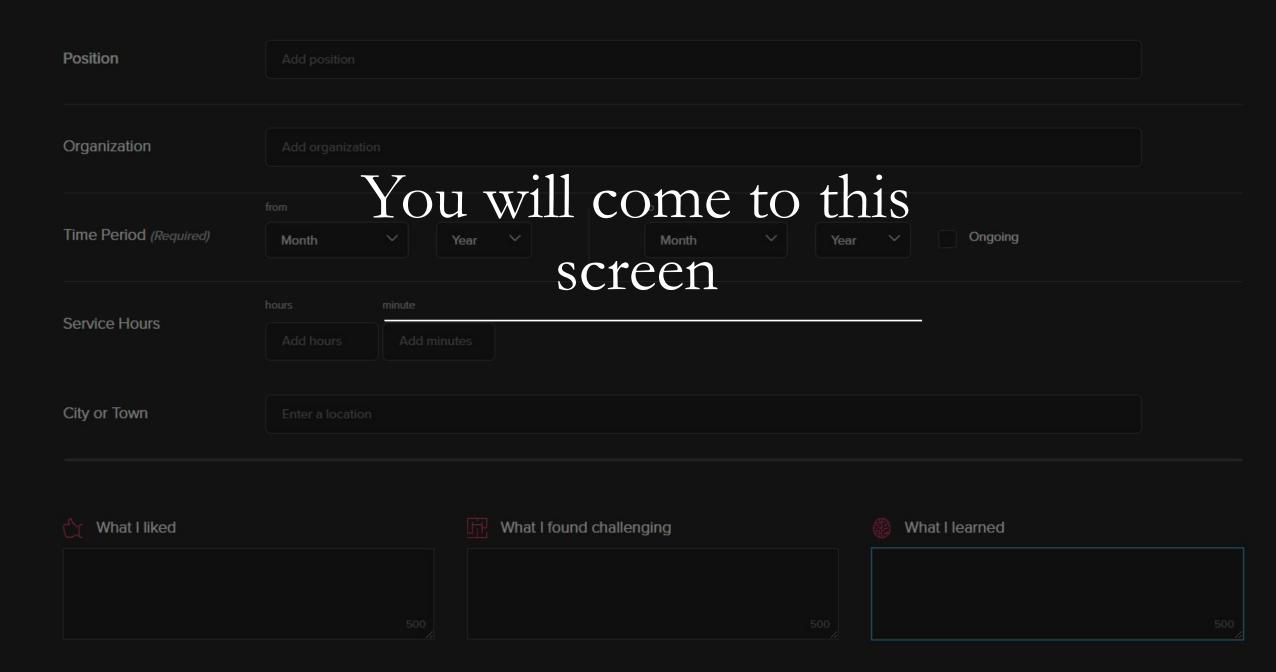
You will need to click on the words ABOUT ME.

You will scroll down the page until you see the experiences box.

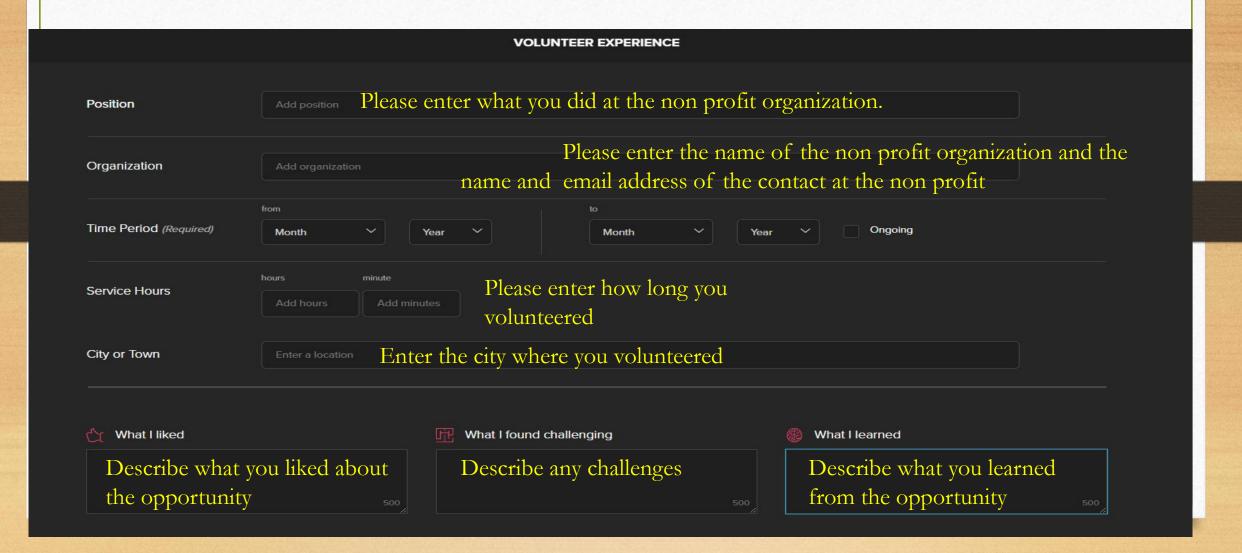
You will click on the Volunteer tab.



#### **VOLUNTEER EXPERIENCE**



Please make sure you enter the required information as outlined below:



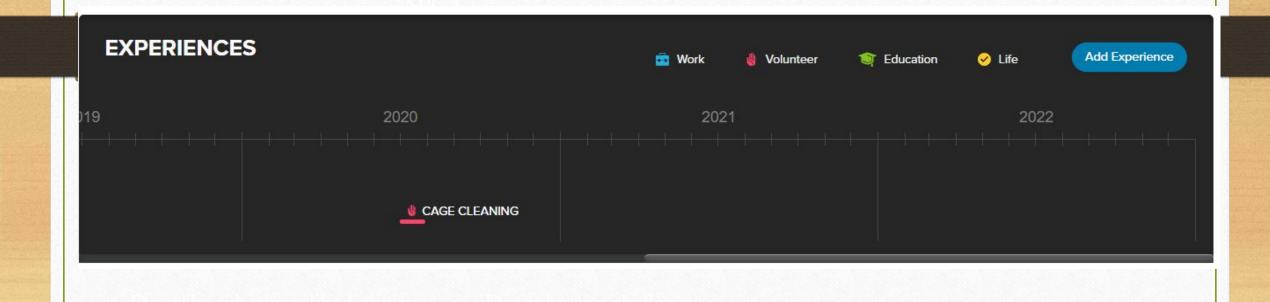
# EXAMPLE VOLUNTEER EXPERIENCE

Position	Cage cleaning				
Organization	SPCA – Jill Smith smithj@spc	ca.com			
Time Period (Required)	July × 2	020 V July V	2020	✓ Ongoing	
Service Hours	ervice Hours  hours minute  5 Add minutes				
City or Town	McKinney, Texas, United States				
What I liked		What I found challenging		What I learned	
I loved being able to interact with for adoption	the animals that were up	It was hard to move the animals in order to clean the They kept wanting to play.	e cages.	I learned that there are a lot of animals that need ad and that the SPCA does a great job at finding homes the animals	

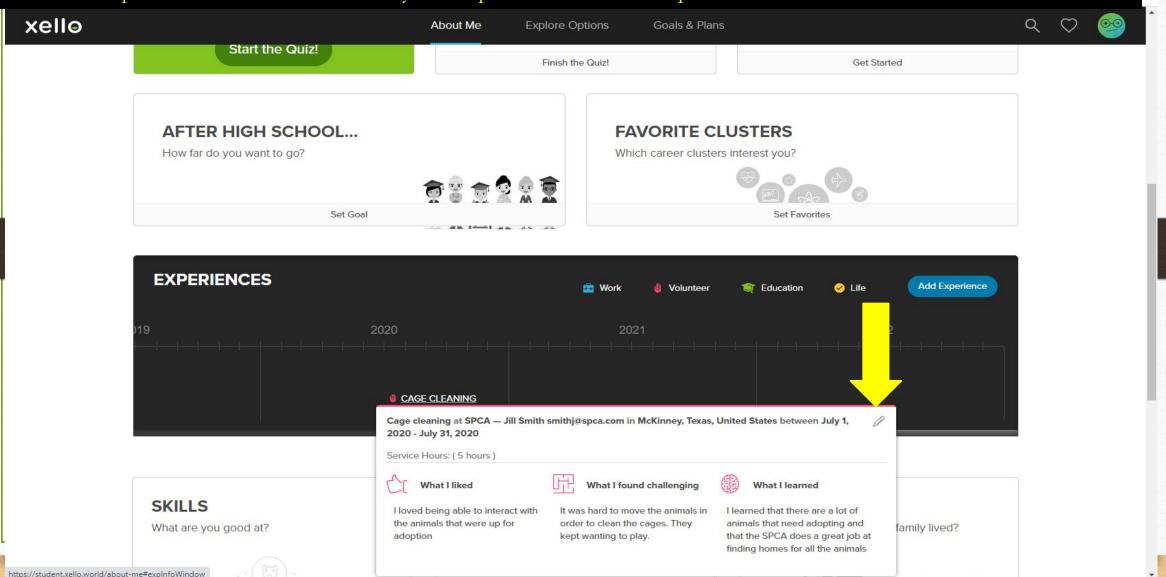
When you are finished entering your volunteer information, you will need to click save in the upper right hand corner



You will be sent back to your About Me home screen. The experiences section will now look like this:

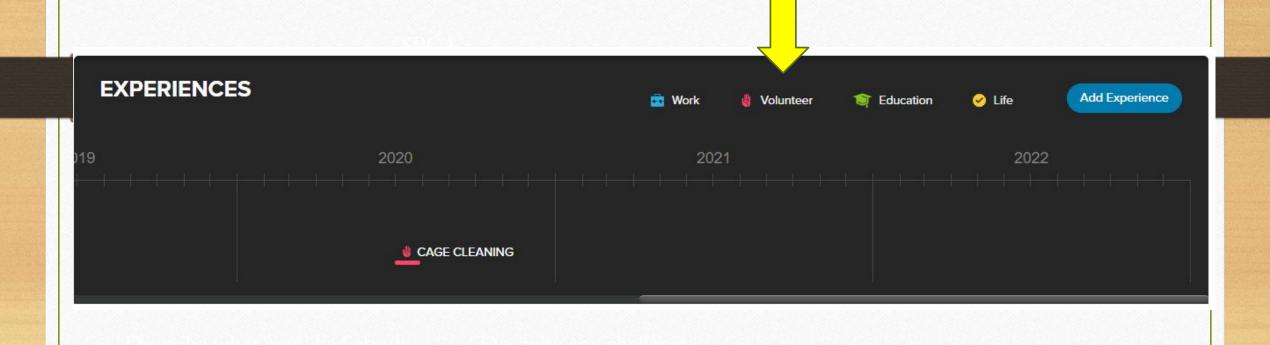


You can use your mouse to hover over the cage cleaning experience and see the details that you entered. You can also click on the pencil icon and this will allow you to update or delete the experience.



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When you are ready to add another volunteer experience, you will click on the volunteer tab.



### Additional Information

- Unlike X2Vol, Xello's system doesn't have a feature that automatically emails a verifier. This is why the instructions ask you to include, on the organization line, the organization's name and the email of the person in charge of your service event. This allows us to "spot" check and follow up with that person to verify your hours ourselves. Please remember that this person cannot be your parent.
- If you have and additional questions, please email Mrs. Schell at schelln@friscoisd.org.