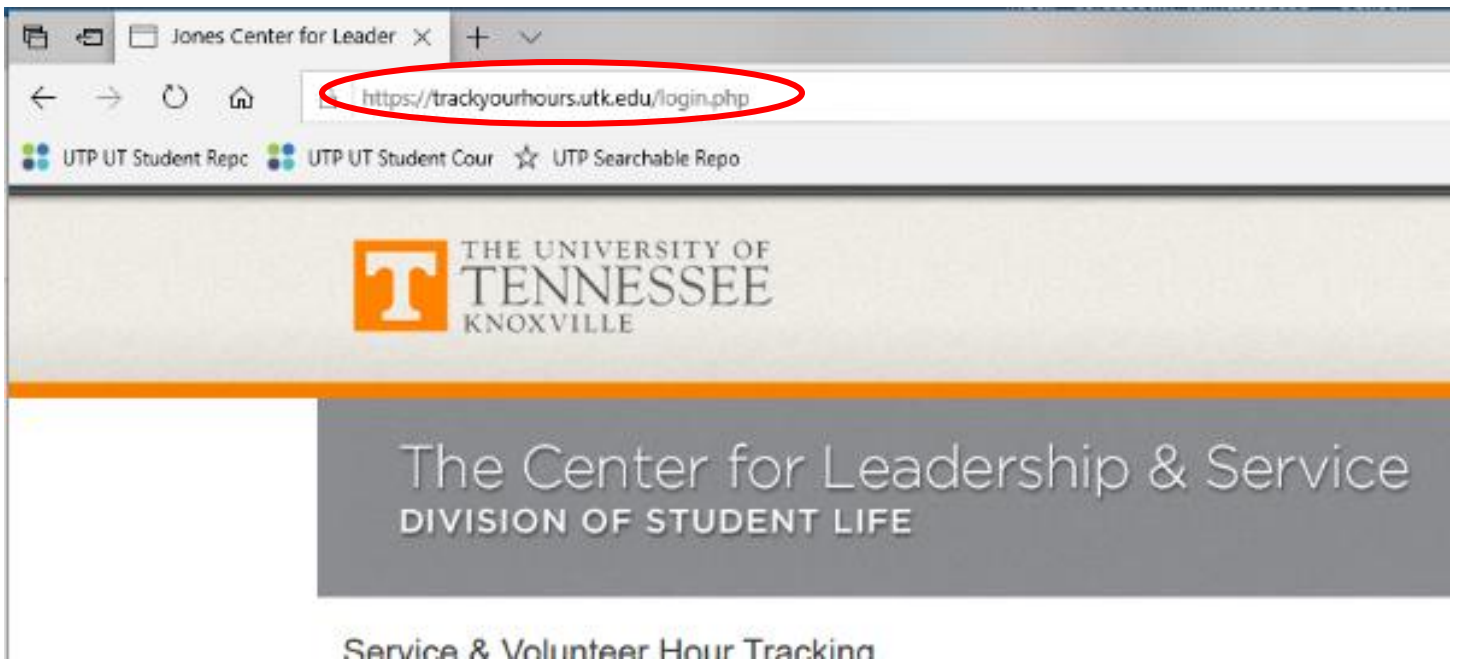


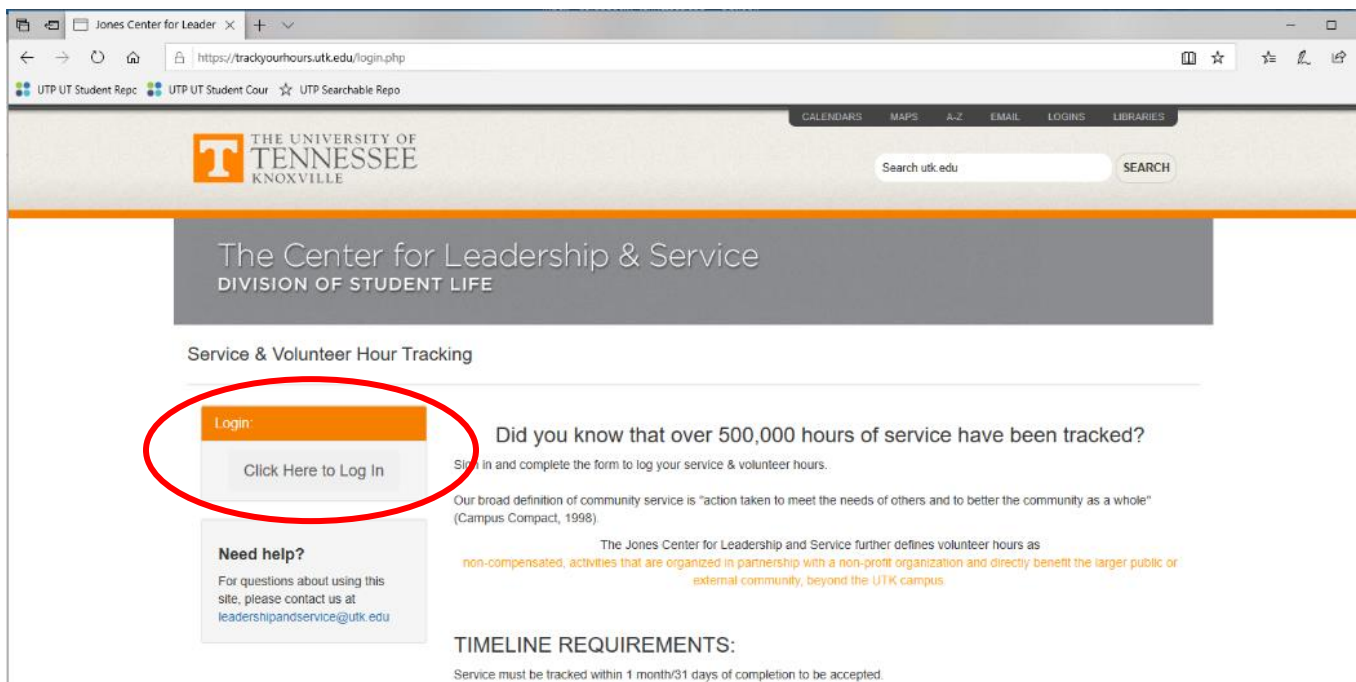
# Instructions for Tracking Service Hours at UTK

Your volunteer service hours must follow UTK's campus [service definition](#), and you can find volunteer opportunities [here](#). Please follow the below steps when logging your service hours:

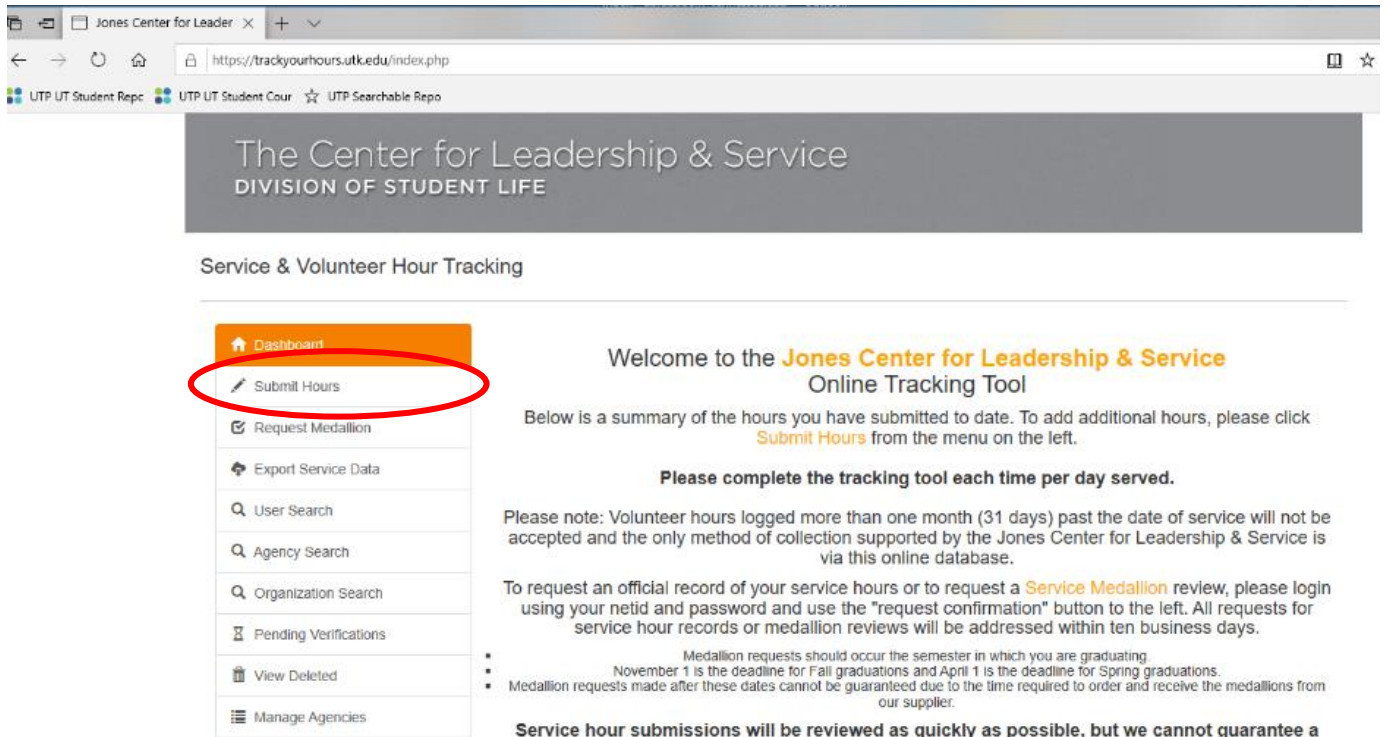
## 1. Visit <https://trackyourhours.utk.edu>



## 2. Log in using NetID and password within 31 days of doing service

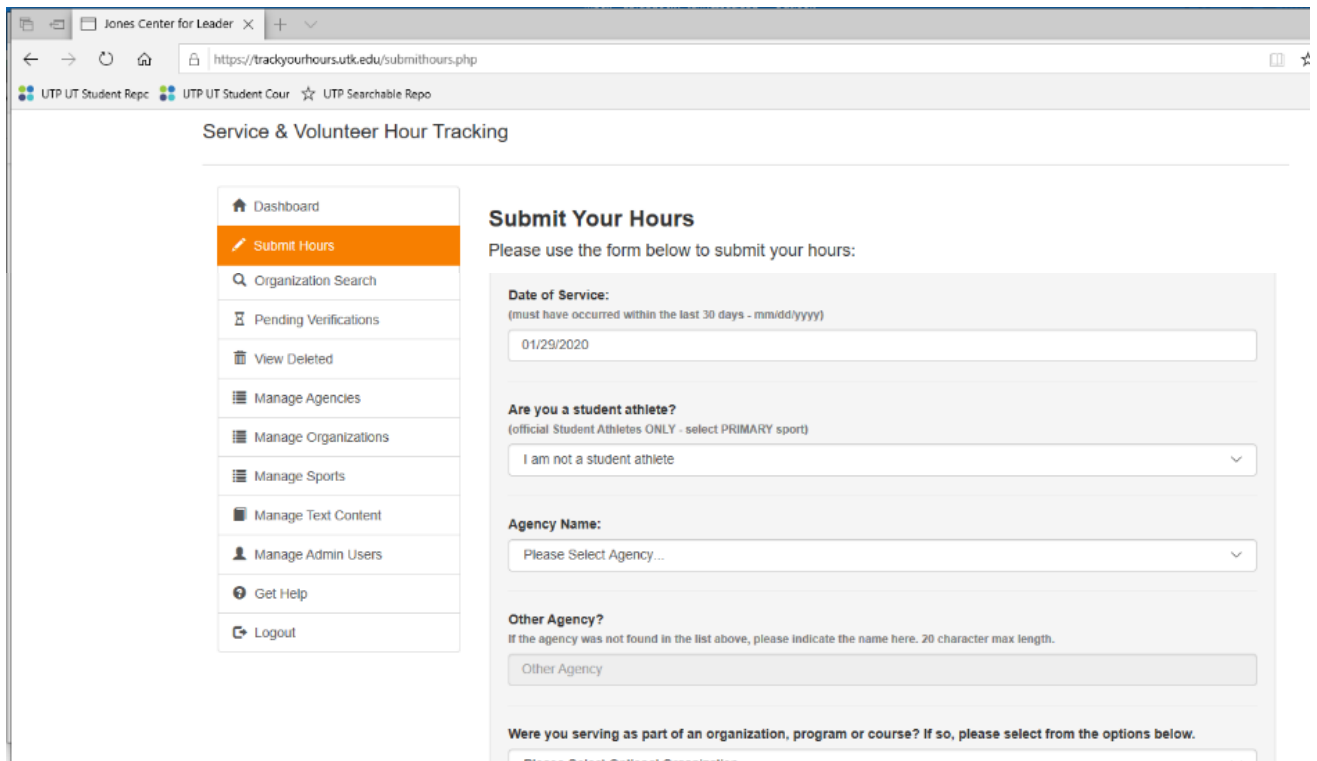


### 3. Select "Submit Hours" on the left-hand side of the screen



The screenshot shows a web browser window with the URL <https://trackyourhours.utk.edu/index.php>. The page header reads "The Center for Leadership & Service DIVISION OF STUDENT LIFE". Below the header is the title "Service & Volunteer Hour Tracking". On the left, a navigation menu lists several options: Dashboard, Submit Hours (circled in red), Request Medallion, Export Service Data, User Search, Agency Search, Organization Search, Pending Verifications, View Deleted, and Manage Agencies. The main content area displays a welcome message: "Welcome to the Jones Center for Leadership & Service Online Tracking Tool". It includes instructions on how to submit hours and a note about the 31-day deadline for volunteer hours. A warning states: "Service hour submissions will be reviewed as quickly as possible, but we cannot guarantee a".

### 4. Complete the form and then click "Submit Hours." For easier processing, be sure to fill the form out completely with sufficient details about the organization and your activities.



The screenshot shows the "Submit Your Hours" form. The left-hand menu is visible, with "Submit Hours" selected. The form contains the following fields:

- Date of Service:** (must have occurred within the last 30 days - mm/dd/yyyy) - Input field with value "01/29/2020".
- Are you a student athlete?** (official Student Athletes ONLY - select PRIMARY sport) - Dropdown menu with value "I am not a student athlete".
- Agency Name:** - Dropdown menu with value "Please Select Agency...".
- Other Agency?** (If the agency was not found in the list above, please indicate the name here. 20 character max length.) - Input field with value "Other Agency".
- Were you serving as part of an organization, program or course? If so, please select from the options below.** - Dropdown menu with value "Please Select Optional Organization...".

Jones Center for Leader x + v  
https://trackyourhours.utk.edu/submithours.php  
UTP UT Student Repc UTP UT Student Cour UTP Searchable Repo

**Other Organization Not Listed?**  
If the organization was not found in the list above, please indicate the name here. Include the FULL NAME of the organization, program, or course. EX: Alpha Delta Pi not ADPL Classes should be listed in the follow format: ELPS 411 Section 001.

Other Organization

**Service Coordinator/Agency Contact Person/Advisor Name:**  
Name of someone at the volunteer site who oversaw your service.

Contact Name

**Service Coordinator/Agency Contact Person/Advisor Email Address:**  
Email of person referenced above who oversaw your service at the volunteer site.

Contact Email

**Hours Served:**  
How many HOURS did you volunteer on the date referenced above? (No words. Ex: Three and a half hours = 3.5)

Hours Served

**Please describe what you did during your service experience:**  
Required - 1000 character max

Submit Hours

*NOTE: Service hour submissions will be reviewed as quickly as possible, but we cannot guarantee a timeline due to the high number of submissions we receive. Please leave enough time for your hours to be reviewed. If you have a concern, please email [leadserve@utk.edu](mailto:leadserve@utk.edu).*

If you have any questions about tracking or logging your community service hours, you can find more information at <https://leadserve.utk.edu/tracking/>. For further questions contact the Jones Center for Leadership and Service at [leadserve@utk.edu](mailto:leadserve@utk.edu) or call (865) 974-1039.