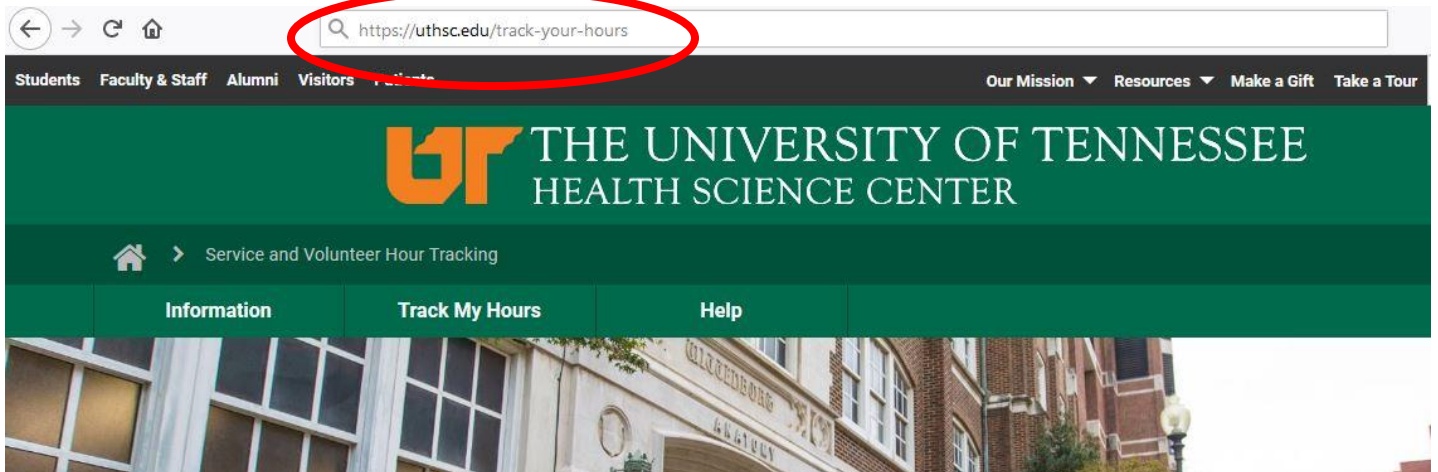


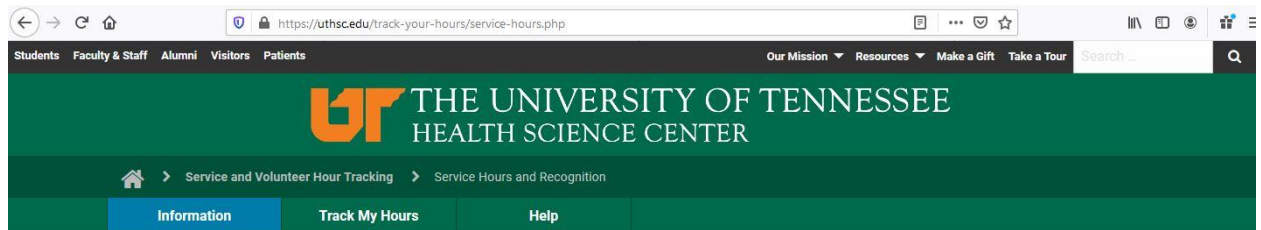
Instructions for Tracking Service Hours at UTHSC

Your volunteer service hours must follow the UTHSC campus [service definition](#). Please follow the below steps when logging your service hours:

1. Visit <https://uthsc.edu/track-your-hours/>



2. Review the Service and Volunteer Hour Guidelines on the Information Tab



Service Hours and Recognition

Volunteer Hour Guidelines

Our broad definition of community service is action taken to meet the needs of others and to better the community as a whole" (Campus Compact, 1998). UTHSC further defines volunteer hours as non-compensated, activities that are organized in partnership with a non-profit organization and directly benefit the larger public or external community, beyond our campus.

Timeline Requirements: Service must be tracked within 1 month/31 days of completion to be accepted.

Tracking Note: In all cases where a student is tracking more than 5 hours, a detailed timeline of activities must be included in the service details section of the tracking form.

An example might be:

"This service was conducted weekly over the entire month of August 2019 (3.5 hours each week). I volunteered every Thursday from 8:00-11:30 am in the Emergency Department at LeBonheur Children's Hospital. I mostly helped clean beds, work the reception desk, restock rooms, and consolidate wheelchairs. I volunteered a total of 4 times resulting in 14 hours of service."

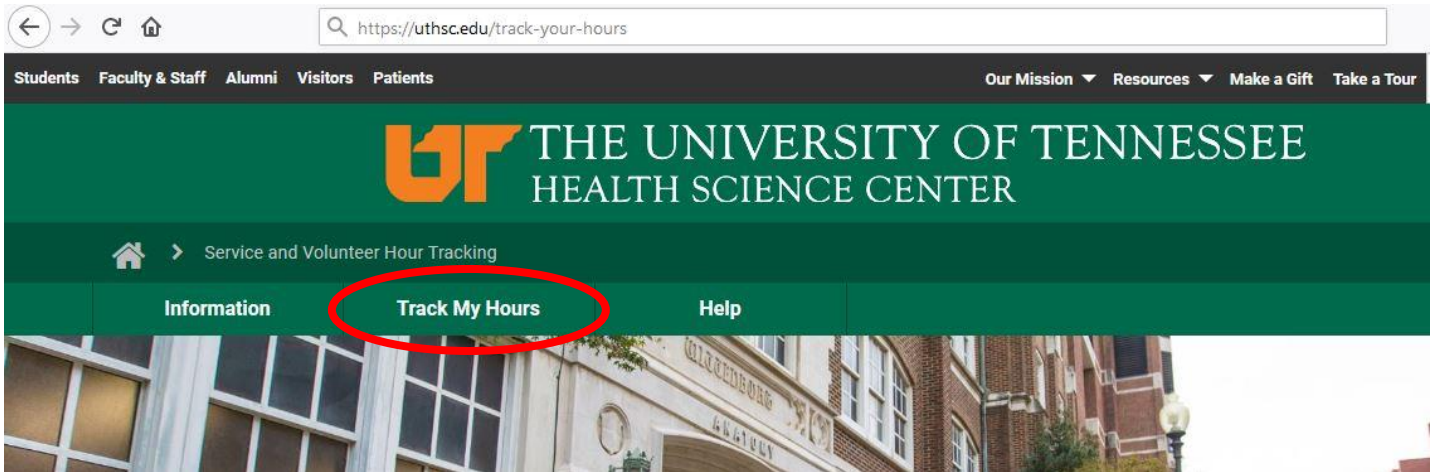
Prior to submitting your hours, please review the detailed Service Guidelines regarding what can and cannot be logged for volunteer hours.

Service Guidelines

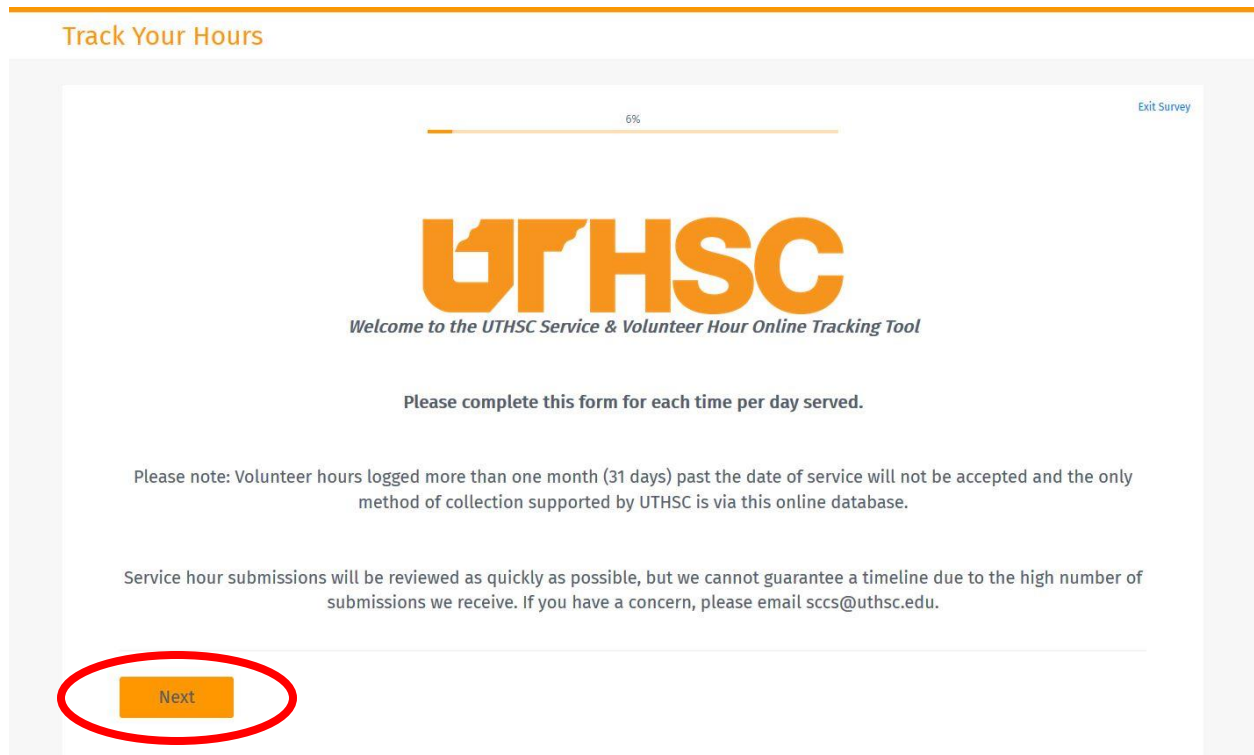
While we encourage and value all types of service and volunteerism, only certain types of activities can be logged. The most important factor in determining an activity's qualification is whether it serves an unmet need in the community, preferably one identified by a community partner organization. The goal of these guidelines is not to exclude any meaningful or well-intentioned service but rather to provide a very basic framework for understanding volunteerism. If you have any questions, please contact us at sccs@uthsc.edu.

[Track Your Hours Here](#)

3. Click the 'Track My Hours' button



4. Complete the online form and click submit



If you have any questions about tracking or logging your community service hours at UTHSC, please contact Dustin Fulton, associate director of Student Affairs and Community Engagement, at dfulton2@uthsc.edu.