

How do I submit my service hours?

1. Log into your X2Vol account.
2. While on the **Dashboard** page (main page) click on the **green** button **Add Hours**.
3. Next to **Personal Projects** click the **blue** button **Create New**. Begin entering your activity information.
4. Enter all required information and click submit.
5. **A supervisor/contact name and email is REQUIRED**. After you click submit the supervisor will receive an email from **volunteer-verification-noreply@x2vol.com** to verify your hours. This is the **only** way your hours can be verified. Hours will not be approved until they are verified by the supervisor through the email they receive. **(Your parent cannot verify your service hours.)**
6. Once the hours are verified by the supervisor the program coordinator will review the submission and approve the hours.
7. It is the student's responsibility to communicate with their event supervisor to make sure they know to look for the email from **noreply@x2vol.com** and verification is complete within 2 weeks of the submission. It may be helpful to suggest to the activity supervisor that they add **noreply@x2vol.com** to their email contact list to prevent the email from going to their junk mail folder.
8. **A Reflection Statement is required for every entry in x2vol**. You must use complete sentences and be thoughtful in your answers. Statements that are too brief or that do not reflect careful thought will be returned to you to rewrite or may be denied. Please address the following points in your reflection statements.
 - Who did you help?
 - How did you help?
 - What did you learn from this experience?
9. Students should enter service hour information no later than a day or 2 after completing the activity . All submissions must be complete within 2 weeks of the date of service. This includes verification from the activity sponsor!
10. **Supervisors, coaches, teachers or school staff do not have the ability to submit hours for students. It is the student's responsibility to submit all of their hours.**
11. Click the **help** button on the x2vol website or see the program coordinator ASAP if you have questions or a problem.
12. For more info view the video on the x2vol website that walks you through how to use the program and log hours.