

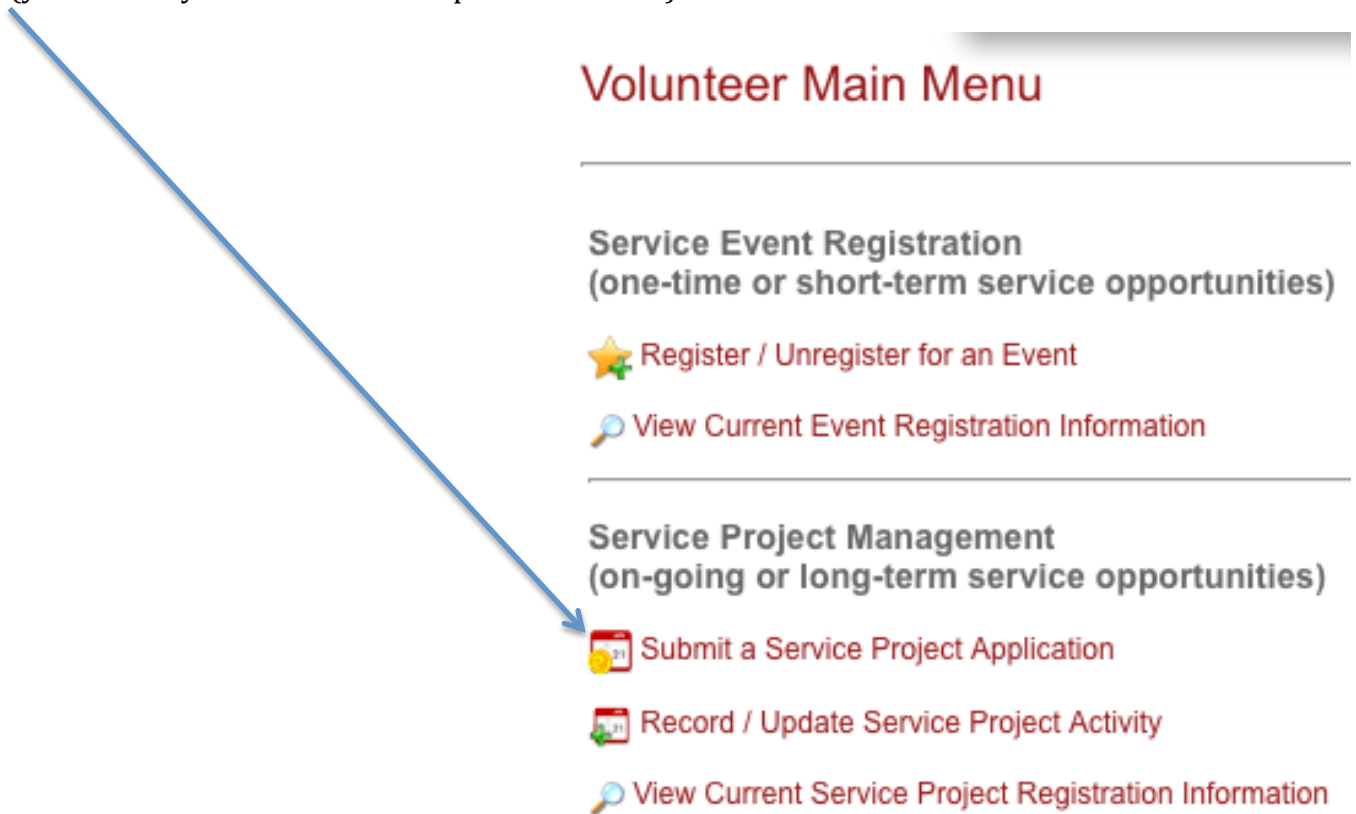
Logging Service Project and Athletics PIP Hours

(This is only for logging hours that are NOT part of an event)

1. Login to CERVIS from the "[Parent Volunteer Opportunities](#)" page of the website (link found on the Parents' page of the website)

STEP 1 (you will only need to do this once)

2. From the "Volunteer Main Menu" click on "Submit a Service Project Application" (you will only need to do this step the **first time**).



Continue to next page

Volunteer Name: ⓘ

3. Select your name

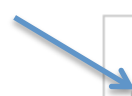


Christina D.

Service Projects Available for Application: ⓘ

Search Projects by Interest, Location, Date or Keyword

4. Select General or Athletics Service Project

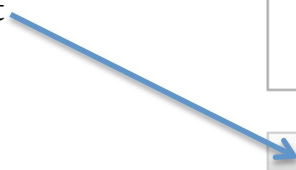


Click here to search projects

Ongoing Registration
General Service Project

Ongoing Registration
Athletics PIP

5. Click Submit



Note: ⓘ

Submit Service Project Application

6. Now ... To LOG your hours... Click the "CLICK HERE" in the green box that just popped up OR follow the directions in the email confirmation and proceed to **Step 2**.

Your Service Project application has been approved. Please see E-mail for confirmation or CLICK HERE to log activity/hours for this project.

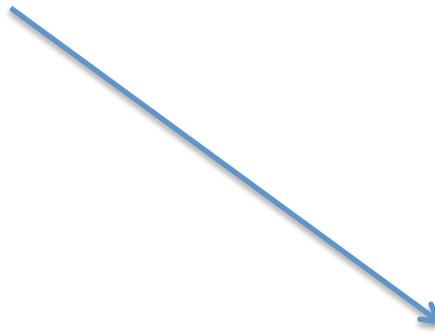
Volunteer Name: ⓘ

STEP 2 (You must have completed Step 1 once in order to log your hours)

LOGGING HOURS

1. Login to CERVIS from the “[Parent Volunteer Opportunities](#)” page of the website (link found on the Parents’ page of the website)

2. Click “Record/Update Service Project Activity”



Volunteer Main Menu

Service Event Registration (one-time or short-term service opportunities)

 Register / Unregister for an Event

 View Current Event Registration Information

Service Project Management (on-going or long-term service opportunities)

 Submit a Service Project Application

 Record / Update Service Project Activity

 View Current Service Project Registration Information

Continue to next page

Record/Update Service Project Activity


3. Select the correct service project (if you have more than one option)

 Please Complete the Information Below and Click "Record Service Project Activity" to Continue!

Volunteer Name:* 

Christina Ditzel

Service Project Start Date - Service Project Name:* 

Ongoing - General Service Project 

Ongoing - Athletics PIP 

4. Enter the date you volunteered.

Service Date:* 


5. Enter the number of hours you worked.

Service Hours:* 

6. You MUST include a brief description of your service in order to receive your hours.

Notes (1000 character max): 

7. Record hours

 Record Service Project Activity

***** All Volunteers working with/around students MUST be CLEARED*****
If you are uncertain of your clearance, contact Angela Ricci at aricci@carondeleths.org.