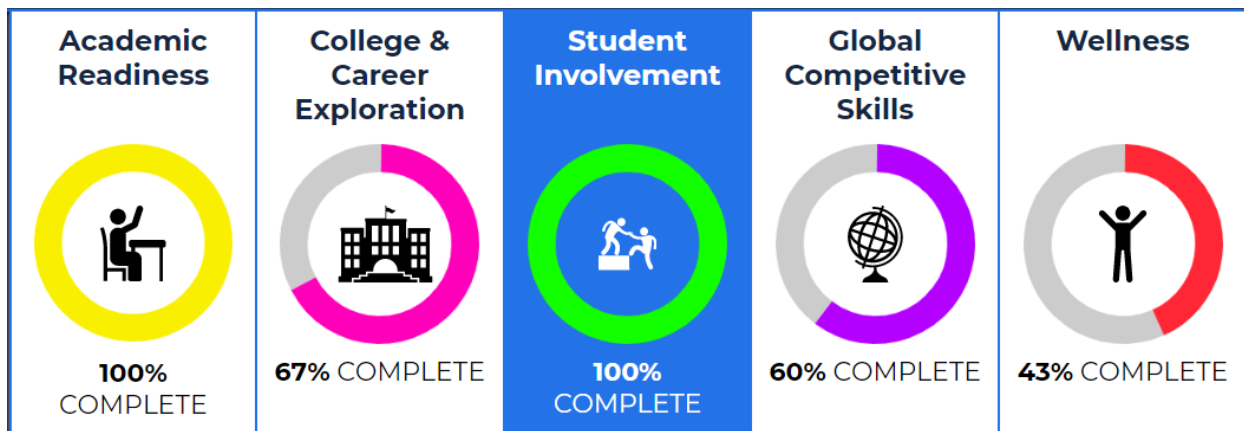


# How to enter Community Service Hours in the Student Readiness Plan

1. Student should log in to the Student Readiness Plan
  - a. D211StudentReadiness.org *Students have a shortcut on their iPad.*
  - b. SIGN-ON/STUDENTS: *Use your INFINITE CAMPUS username and password.*
    - i. *If a student has forgotten their infinite campus login, they must log in to infinite campus and use the “forgot my password” function to reset their password. (The reset process for the SRP will take 24 hrs.)*
2. Click on the “Student Involvement” box at the top of the home screen in the Student Readiness Plan. Scroll down to “Community Service (volunteer service)”. Click on the “Edit this goal” function on the right hand side. Type in the date of the service, organization/agency name, number of hours, organization/agency representative name, email, and phone number, the type of program the service is being used for (Harper’s Promise, Honor Society, or Senior Year Requirement), and a reflection. Continue to add service hours by clicking on the “+Add Another Community Service” at the bottom of the screen. Don’t forget to “Save this goal” when you are done!



## Community Service (volunteer service)

All community service hour entries are subject to random audit for authenticity. False/inaccurate information may result in termination from programs that require community service such as the Harper Promise Scholarship.

Date	Organization/Agency Name	Number of Hours
Student Entry	Student Entry	Student Entry
Organization/Agency Representative's Name	Representative's Email	Representative's Phone
Student Entry	Student Entry	Student Entry

Indicate the program(s) these volunteer hours apply toward. (Click all that apply)

Harper Promise	Honor Society	Senior Year Requirement
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Reflection: What impact did this volunteer experience have on you? (150-300 characters)

Student Entry Submit

[+ ADD ANOTHER COMMUNITY SERVICE](#)

**Total Community Service Hours: XX** Can be left blank/unchecked

All gray fields for community service must be completed in order to submit the entry.

This value represents the sum total of all community service hours entered. The value will be captured by D211 as part of a daily data download from Americaneagle and then uploaded into IC (Harper Promise). It will also automatically populate the bar graph for service hours within the Harper Promise visualization in the College & Career Exploration area.

All community service hour entries are subject to random audit for authenticity. False/inaccurate information may result in termination from programs that require community service such as the Harper Promise Scholarship.

The date of the community service must be within the current school year which ends the last day of summer school. Community service must be completed before hours can be submitted.

**IMPORTANT NOTICE:** All community service hours completed to maintain eligibility for the Harper College Promise Scholarship must be documented using the Student Readiness Plan.

Community service hours cannot be performed for a family member or at an organization where the student's parent is the agency representative. Additionally, all service hours must be performed at a verifiable community agency. Service hours performed as informal work for friends and/or acquaintances will not satisfy Promise Scholarship requirements.

### Where Can You Find Places to Volunteer?

Be sure to check out our school's volunteer board and/or the school's website for information about community service opportunities.

Here are some online resources to help you identify opportunities to volunteer in the local community.

[HandsOn Suburban Chicago](#)

[VolunteerMatch](#)

[Requirements for Harper Promise:](#) Go to d211.org, click on Parents and then click on Harper Promise Scholarship Program.