SERVICE TRACKER
Reporting Service Experiences and Activities at GVSU

The Community Service Learning Center (CSLC) at GVSU encourages all students, faculty, staff and alumni to report their service-related experiences and activities using GVSU's *Service Tracker* online system. Giving back is an important part of being a "Laker for a Lifetime" and *Service Tracker* allows users to keep a record of their service experiences and build their service portfolio. Service experiences are reported on an individual basis and by each activity performed. Information from *Service Tracker* is also used by the University for internal assessment and to report out for major state and national surveys and awards.

Who should use *Service Tracker*:

- GVSU Students / Faculty / Staff / Alumni (anyone with a GVSU network login can use *Service Tracker*!)

Why you should report your service activities in *Service Tracker*:

- It is a tool to neatly track service activities including the total hours served, funds raised and benefitting organizations worked with

- The printable "My Service Portfolio" allows the user to share their service activities and can be used as an accompaniment for resumes, scholarship applications, graduate school applications, etc.

- Easily report your activities for service requirements for student organizations / groups / classes

- It informs GVSU about the ways that you give back so that your efforts to help the community/cause are counted and included as a part of our collective story

- Possibly qualify for university or state-wide recognition for your service activities

What you can report:

- Service done as a part of a Registered Student Organization - *Service Tracker* is linked to OrgSync so all of the organizations and department portals that you belong to in OrgSync will show up in *Service Tracker*

- Service done as a part of an academic class - *Service Tracker* is linked to myBanner so all of your classes from the current and past semester will show up in *Service Tracker*

  o Faculty can also designate their GVSU courses as Academic Service Learning courses and view their students' service entries logged as a part of that course in *Service Tracker*

- Service done as a part of another type of on-campus group/department (e.g. Leadership and Service Interns, Living Learning Communities, Women's Issues Volunteer Corps, Helping Hands, etc.)

- Service activities done on your own, independent of any other GVSU group, course, or organization

(See reverse for instructions on using *Service Tracker* to report your service experiences)

How to report your service experiences/activities using *Service Tracker*:

- *Service Tracker* can be accessed through the CSLC homepage (www.gvsu.edu/service) or directly at (www.gvsu.edu/service/servicetracker)

- Log in using your GVSU network ID and password (same as you would use to log into your GVSU email)

- New users: fill in required fields (e.g. phone number, e-mail address, GVSU affiliation, etc.) for the one-time registration - returning users will be taken directly to their *Service Tracker* "Dashboard"

- To add a new service entry
    - On the "Dashboard", go down to "My Service Portfolio" and select "Add new entry"
    - Date – enter the date of the service activity (*not the date you are reporting it*)
    - Benefitting Organization – begin typing the nonprofit or community agency you worked with and options from our nonprofit / community agency database will appear – select the benefitting organization from the list or type it in if the organization does not appear to be in our database yet
    - If service was done as a part of a Registered Student Organization, an academic class, or another group/department, click on the appropriate selection (you can designate up to two student organizations per service entry)
    - Description of Service – provide a brief summary of the service project (the more information you provide, the more comprehensive and useful your service record will be!)
    - Type of Service – select the type of service which most accurately describes what you did. Categories include: *Direct Service/Volunteerism/Community Service; Philanthropic Fundraising/Charitable Giving; Service-Learning (including academic or co-curricular—choose this if done for a class or GVSU sponsored service-learning program); Unpaid Nonprofit/Community Agency Internship; Advocacy/Education; Community-based Research; Unsure.* Refer to the website for descriptions, definitions, and examples.
    - Select "Save Entry"

- To view/edit a service entry
    - On the *Service Tracker* "Dashboard" under "My Service Portfolio", to the right of the service entry you wish to view/edit select the magnifying glass icon (to view) or the pencil icon (to edit)
    - If editing, change any information and then click "Save Entry" at the bottom to update the service entry

- To delete an entry
    - On the "Dashboard", select the delete icon (red minus sign) to the right of the entry that you wish to delete
    - Confirm deletion (note: once a *Service Tracker* service entry is deleted it is not possible to retrieve it!)

- To print/save your service portfolio as a PDF or to export to Excel
    - On the "Dashboard" under "My Service Portfolio", click on either "Print PDF" or "Export to Excel"

Questions about using *Service Tracker*? Suggestions for future *Service Tracker* system updates?
We want to hear from you! Contact us in the CSLC!

GRAND VALLEY STATE UNIVERSITY
COMMUNITY SERVICE LEARNING CENTER