Guide to:
enter community service hours
Review “What Counts as Service” at http://www.missouristate.edu/CommunityInvolvement/ScholarshipService/120134.htm

If you have any questions email them to volunteer@missouristate.edu
Log onto your My Missouri State account

Step 1
Click on the Profile tab

Step 2
Step 3

➢ Click on Campus Link under Student Engagement
Go to Organizations and search the GEP Service group.

Click Join Organization

Step 4
➢ Click on your name in the top right corner and select involvement

Step 5
Step 6

➢ Click on service hours and then +add service hours
Step 7

Under organization select the scholarship you have received.
Under *description* fill in the template with agency name, on/off campus, service description, supervisor name, and range of dates of completed service.

**Step 8**
Fill out the *date* you completed the service (mm/dd/yy).

If service was completed on multiple dates, include all of the dates in the description section.

You should submit your hours within 30 days of completion.

Step 9
➢ Enter the hours and minutes for your service
➢ Round to the nearest 15 minutes (0, 15, 30, 45)
Under **Verification Contact**, enter the email of the agency supervisor.

Review submission and click create

**Step 11**