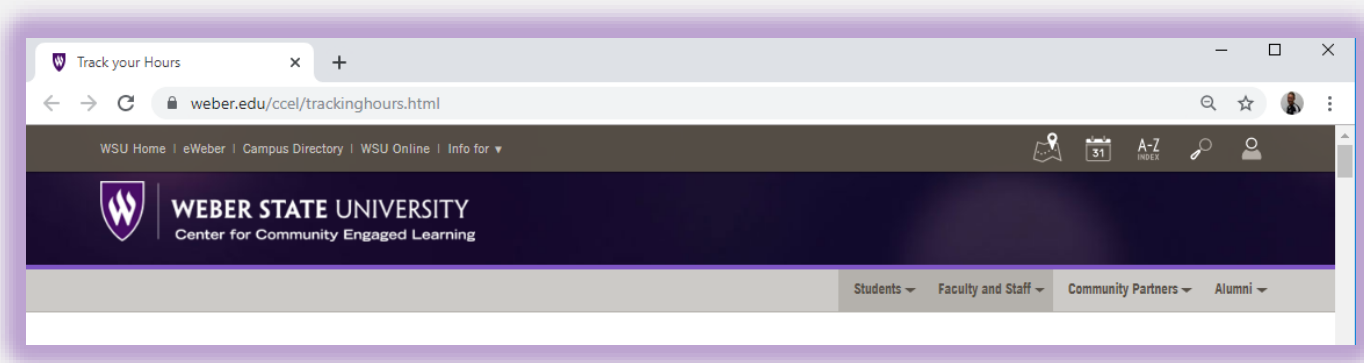




TRACKING YOUR COMMUNITY
SERVICE HOURS

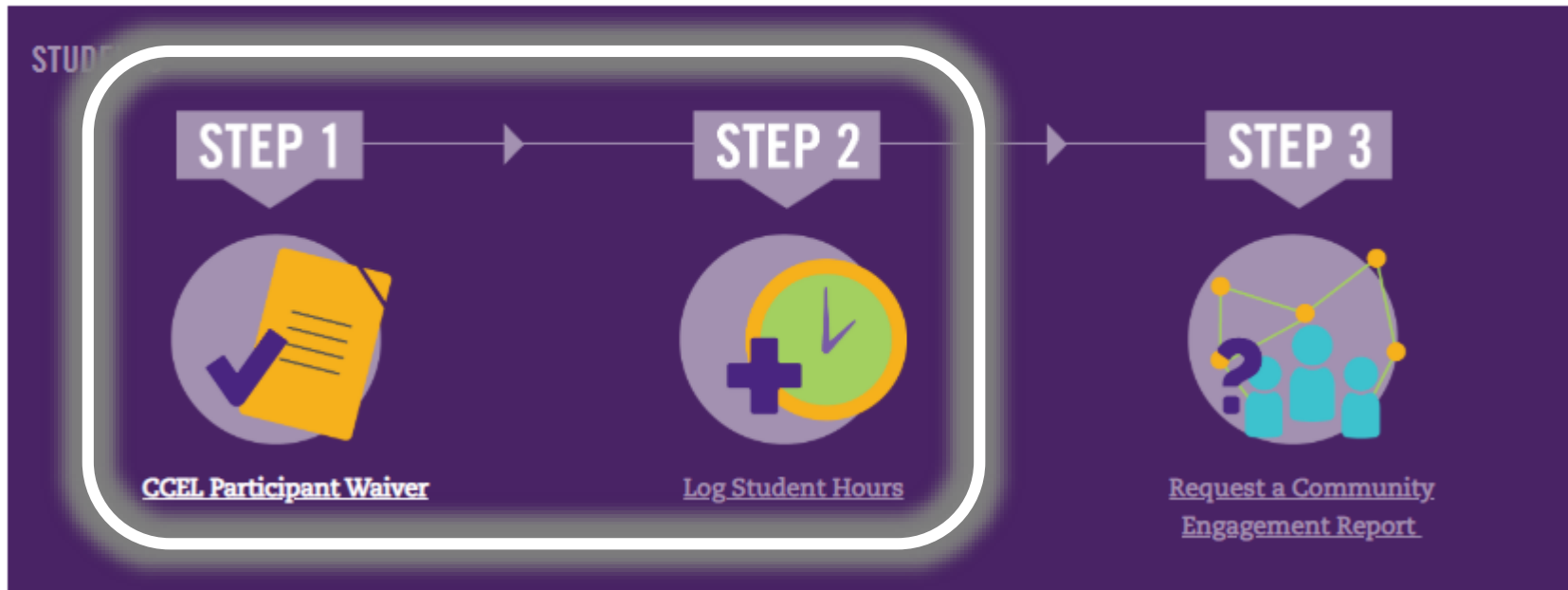
ACCESS THE CCEL WEBPAGE

WEBER.EDU/CCEL/TRACKINGHOURS.HTML



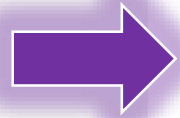
FOLLOW THE 2-STEP PROCESS

Track your Community Engagement Hours



STEP ONE CONSIDERATIONS

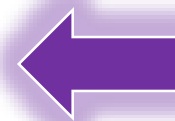
You will sign here using the mouse!



clear

Information

First Name
Last Name
W#
Date
Age
Weber Email
Phone Number



IN CASE OF EMERGENCY, please contact:

First Name
Last Name
Phone

As this system is utilized for WSU students, each club will need a representative to log the hours of community members under their student information. During the “Step 2” process there will be a “Description box” where you will type the full names of the club community members that participated!

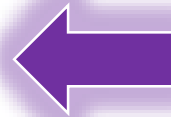
STEP TWO CONSIDERATIONS



WEBER STATE UNIVERSITY

Thank you for logging your hours, please fill out this form to receive university credit for your community engaged hours.

First Name
Last Name
Weber Email
W#



These hours are for

CEL Course

Other



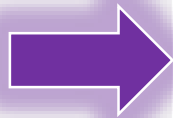
Select the
“Other” option
to submit
hours for
Campus
Recreation!




Proceed to
enter your
information in
here!

STEP TWO CONSIDERATIONS

Ensure that you provide accurate information for the representative that you did community service hours for!



 **WEBER STATE UNIVERSITY**

WSU group or organization associated with this community engagement (club or organization name).
Leave blank if you do not need credit for your hours for any WSU affiliate.

Other/name of group or organization if not listed.

Community Engagement Information

Name of Organization (non profit, school, agency)

Supervisor First Name

Supervisor Last Name

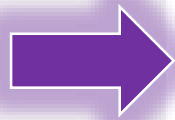
Supervisor Email

Select "WSU Club" from the dropdown!

Type the name of your club in the "Name of organization" box!

STEP TWO CONSIDERATIONS

Ensure that you are providing relevant and concise details to describe the service project. This is also where you will include the names of the club community members that also participated!

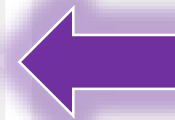


Description and/or reflection of community engagement

Type of community engagement (select all that apply)

Direct Service	Civic/Democratic Engagement
Community Research	Community Engaged Project (ongoing project)

← →



Select which category your service project Best fits under! (you can select more than one)

YOUR SERVICE HOURS ARE LOGGED!