

How to Log Service Hours

Please note that all service hours must be approved, solely, by Tigers In Service. Student Organizations should NOT approve their own hours.

Student organizations are required to have a minimum of 20 hours of community service approved by Tigers in Service. This allows each member the opportunity to have their student organization recognized for its dedication to enriching the community through service.

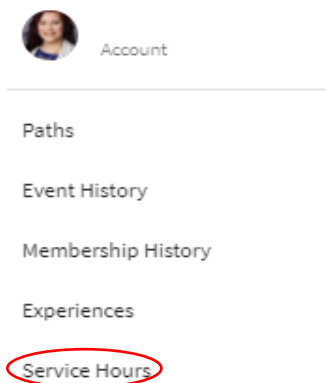
STEP 1: Log into TigerLink

STEP 2: On TigerLink’s homepage, click the personal icon in the right hand corner

TigerLink | Fort Hays State University
HOME EVENTS ORGANIZATIONS NEWS



STEP 3: Click on the “Service Hours” tab

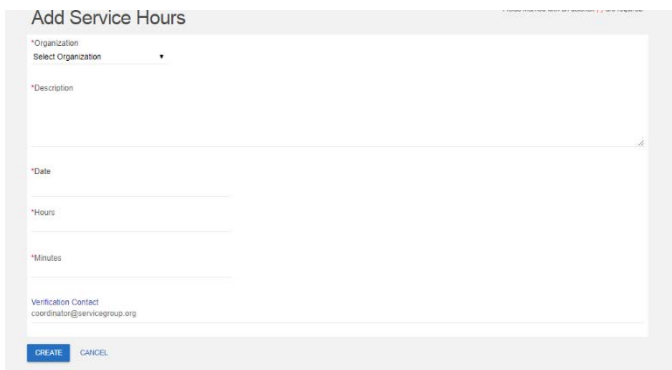


STEP 4: Click on the “ADD SERVICE HOURS” tab



STEP 5:

- a. Description: Please give a full detailed description of your community service for this event, including the name of the event (if there is one). The more detailed, the better.
- b. Date: On what date what the service preformed?
- c. Hours/Minutes: How long were you providing service?
- d. Verification Contact: You must provide a contact so that Tigers in Service can verify that you completed your service hours.



The screenshot shows a web form titled "Add Service Hours". It contains the following fields and elements:

- Organization**: A dropdown menu with the text "Select Organization".
- Description**: A large text area for entering details.
- Date**: A date selection field.
- Hours**: A text input field.
- Minutes**: A text input field.
- Verification Contact**: A text input field with the email address "coordinator@servicegroup.org" pre-filled.
- Buttons**: "CREATE" and "CANCEL" buttons at the bottom left.

STEP 6: Your request will then be reviewed by Tigers In Service.