



HOW TO EARN AND REPORT COMMUNITY SERVICE HOURS

“How to...” Earn and report hours when volunteering on your own

1. Arrange to volunteer at a **registered non-profit 501(c)3 organization**.
2. Print and take a **SVUSD Verification form** with you the day you work. Have the bottom section of the form completed by **an employee or authorized representative of the organization**. Note: Parents and guardians are not authorized to sign off on hours. Must include a phone number of the organization authorizing hours.
3. Complete **ALL blanks spaces** on the form prior to submitting hours online for approval. If the form is incomplete, it will be rejected for corrections. Be sure to get a parent signature.
4. Go to www.trabucohillspepsquad.com and click on the **Community Service tab** then select **Community Service Hours Submission Form**.
5. Complete the online form. Select **NO** when prompted “is a THHS Pep Squad Event?”
6. **Upload** a completed, signed and dated SVUSD Verification Form. **The SVUSD form is **ONLY** required to be completed and uploaded for service hours worked independently (not required for any THHS Pep Squad organized event).*
7. Hit Submit.
8. Check reports for approvals. Note and email will be sent if there is an issue with the submission.

“How to...” Earn and report hours when volunteering with the THHS Pep Squad at an organized Pep Squad event:

1. Read newsletters, emails, text reminders or attend Booster Meetings for THHS Pep Squad monthly organized events.
2. Follow detailed instructions;
 - o Register/sign up as instructed.
 - o *If the event is a collection or donation drive; drop items off at the specified location properly labeled with your name, squad, # of items (if applicable) and hours expecting to be approved.*
 - o *If the event is a “hands on” service event; wear appropriate clothing as requested and check in/out with Community Service Coordinator on site.*
3. When completed, go to www.trabucohillspepsquad.com and click on **Community Service tab** then select **Community Service Hours Submission Form**.
4. Complete the online form **only** (*The SVUSD form is **NOT** required*). Select **YES** when prompted “is a THHS Pep Squad Event?”
5. Hit Submit.
6. Review reports for approvals.