

# HOW TO FIND VOLUNTEER OPPORTUNITIES

1. Go to Volunteer Gwinnett:

<https://www.gwinnettcountry.com/web/gwinnett/departments/communityservices/volunteergwinnett>

a. Click on either Events or Projects

2. Go to the Grizzlies Serve campusgroups page:

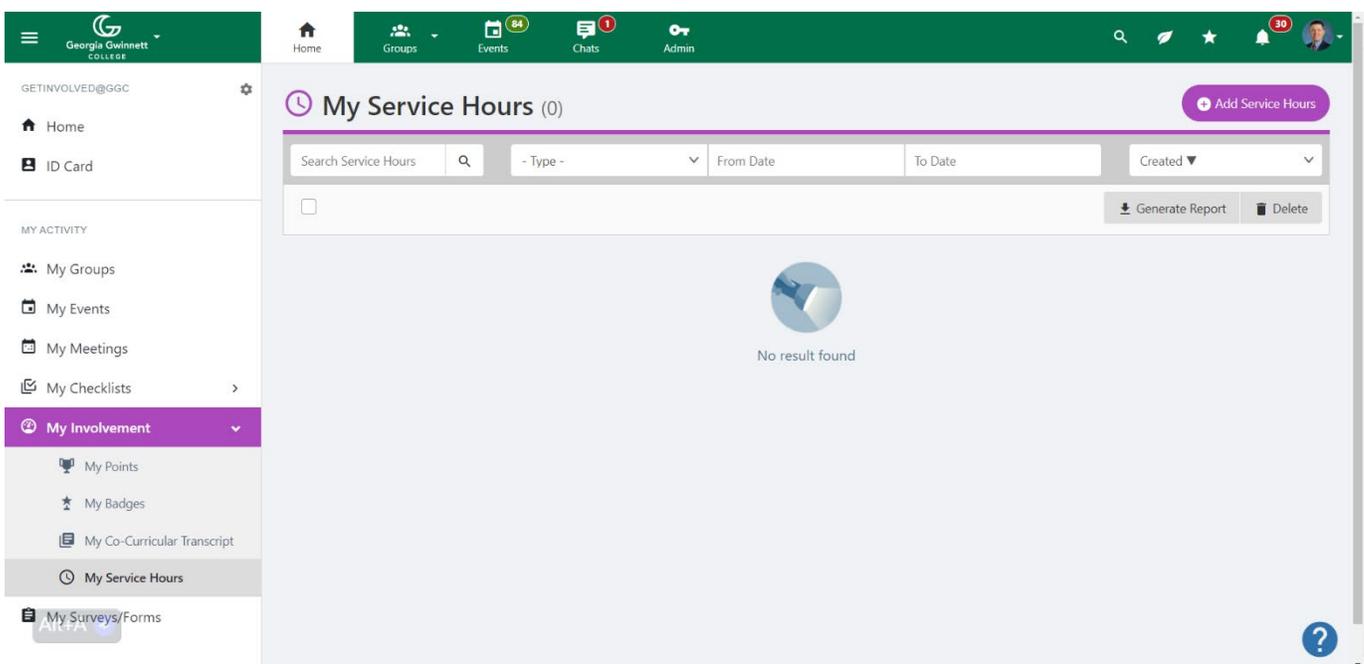
[https://ggc.campusgroups.com/feeds?type=club&type\\_id=35489&tab=home](https://ggc.campusgroups.com/feeds?type=club&type_id=35489&tab=home)

a. Click on events to find opportunities.

# HOW TO TRACK YOUR HOURS ON CAMPUSGROUPS

Step 1: go to [https://ggc.campusgroups.com/web\\_app?id=24040&menu\\_id=58826&if=0&sub\\_page=my\\_service\\_hours](https://ggc.campusgroups.com/web_app?id=24040&menu_id=58826&if=0&sub_page=my_service_hours)

Step two: Click on the button on the top right "+ Add Service Hours"



The screenshot shows the 'My Service Hours' page in the CampusGroups application. The page has a green header with navigation icons for Home, Groups, Events (84), Chats (1), and Admin. The main content area is titled 'My Service Hours (0)' and features a search bar with a magnifying glass icon, a dropdown menu for '- Type -', and input fields for 'From Date' and 'To Date'. There is also a 'Created' dropdown menu. Below the search bar, there is a 'Generate Report' button and a 'Delete' button. The page displays 'No result found' with a magnifying glass icon. On the left side, there is a sidebar menu with options: Home, ID Card, MY ACTIVITY, My Groups, My Events, My Meetings, My Checklists, My Involvement (selected), My Points, My Badges, My Co-Curricular Transcript, My Service Hours, and My Surveys/Forms. The user's email 'GETINVOLVED@GGC' is visible at the top left of the sidebar.

Step three: Fill in the field on the Service Hours popup screen: (There is the Experience and Event Screen based on selection)

The screenshot shows the 'Service Hours' popup screen with the 'Experience' type selected. The form is divided into several sections: 'SELECT AN ORGANIZATION' with a dropdown menu showing '- Not a campus organization -' and a text input field for organizations not listed; 'TIME COMMITMENT' with fields for 'Hours' (Numbers only) and 'Date' (31 Aug 23, Format: dd MMM yy); 'ATTACH FILES' with an 'Upload' button; and 'REFERENCE' with a 'Reference user' dropdown, and text input fields for 'Ext reference name' and 'Ext reference email'. 'Close' and 'Next' buttons are at the bottom right.

### What type of Service Hour?

Clicking on “Experience” will populate the following questions in the picture.

1. Select an organization
  - a. Select or type your organization
2. Time commitment
  - a. Type the number of hours you served
  - b. The date of service
3. Attach files
  - a. I would encourage you to attach any document verifying volunteer experience and hours but not required.
4. Reference
  - a. Ext reference name: Please list the volunteer coordinator or who you worked with for the opportunity.
  - b. Ext reference email: Please include the above person’s email.

The screenshot shows the 'Service Hours' popup screen with the 'Event' type selected. The form is divided into several sections: 'SELECT AN ORGANIZATION' with a dropdown menu showing 'Event'; 'TIME COMMITMENT' with fields for 'Hours' (Numbers only) and 'Date' (31 Aug 23, Format: dd MMM yy); 'ATTACH FILES' with an 'Upload' button; and 'REFERENCE' with a 'Reference user' dropdown, and text input fields for 'Ext reference name' and 'Ext reference email'. 'Close' and 'Save' buttons are at the bottom right.

### What type of Service Hour?

Clicking on “Event” will populate the following questions in the picture.

5. Select an organization
  - a. Select your event
6. Time commitment
  - a. Type the number of hours you served
  - b. The date of service
7. Attach files
  - a. I would encourage you to attach any document verifying volunteer experience and hours but not required.