



How To Register Your Community Service Hours

All student volunteer community service hours will be recorded on a website established by the President's Council on Service and Civic Participation. This will allow a more streamlined and accurate way of documenting volunteer hours.

In order to access this site, please follow these step-by-step directions.

1. Log on to the website – <http://www.presidentialserviceawards.gov>
2. Once there, you need to click on the box that says, “Track Your Hours”
3. Next you will see a “Record of Service” page. Follow the 4 steps required to create your Record of Service.
4. Once your Record of Service is created, you will be taken to, “Your Home Page.”
5. Once on this page, click on the link to, “Profile.” *It's important that you complete your Profile before proceeding on to the other pages/links.*
6. On your Profile page, after entering your name, you will be asked for, “Your Certifying Organization.” In this box you need to enter –

QDB- 0874

7. **This is very important because this code identifies you as an Olathe Northwest High School Student. Without his code being entered, we cannot certify you as an Olathe Northwest participant. Click on “Update Profile” once you complete this page. That's it!!!**

When you are ready to record community service hours, sign into the website, enter your e-mail address and password (under “Returning Users”) and click on the link that says, “My Service.” Once there, click on “Create New Record.” This will take you to a page that allows you to enter the Service Activity or Organization Name, the General/Specific Area of Service, the Date of Service, the Hours of Service and the Location of Service. It also will allow you to enter a Short Description of the Service performed. Any earned hours you complete throughout the year should be entered on this page.

When done, go to the bottom of the page and click on “Add This Activity.” When you have completed entering your hours, just Logout.

Remember the reporting period for community service hours are from March 14th, 2011 to March 13th, 2012 to be considered for a presidential award in the Spring of 2012.

***100-174 hours earns a BRONZE award**

***175-249 hours earns a SILVER award**

***250 and above hours earns a GOLD award**

Volunteer Opportunities are always posted on the ONW website:

<http://www.onwravens.net/students/community-service>

If you have any questions or problems with this website, please contact Mrs. Noteboom, Counselor, in the Student Services office or call 780-7056.