WILLIAM & MARY
TribeLink

How To
Submit and Track
Community Service Hours

TribeLink provides the opportunity for students to keep track of the community service hours they complete benefiting the community beyond the walls of William & Mary. This can either be through membership in a specific student club/organization OR independent of membership in an formal organization. Both options will be addressed in this resource. Additionally, organizations, like fraternities/sororities, service organizations, etc. can also track on the collective hours of community service performed with their organization through TribeLink.
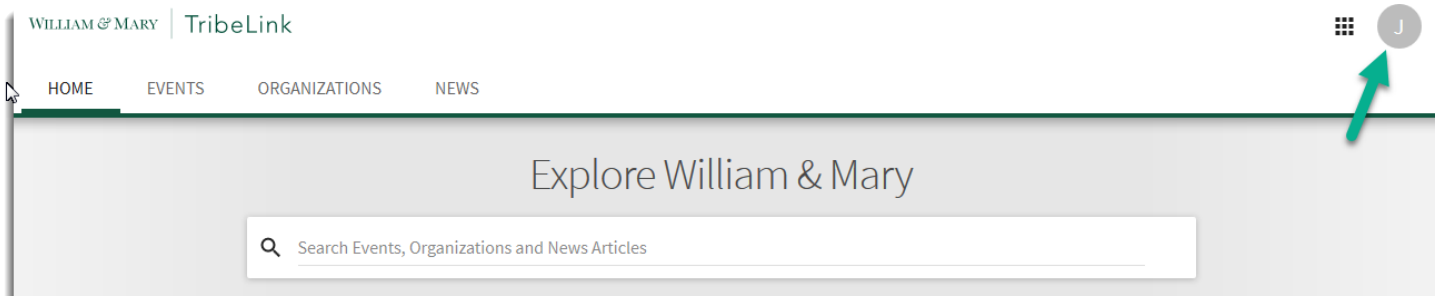
As an institution, we want to ensure the consistency of what constitutes "service hours" in TribeLink. As you submit service hours, please make sure the hours you submit are in alignment with this definition: Community Service is the giving of time and effort/talent to benefit community beyond W&M, not the donation of money or goods. Both can have positive impact, but they are two distinct ways of giving; the former is service, the latter is philanthropy. This may be confusing when it comes to events like 5K's; this is considered a philanthropy because you are paying an entrance fee that is then a monetary donation to an agency/ organization. If you were to serve on the planning committee for the event, that would be considered service.

If you would like some additional information about community service opportunities, please contact the Office of Community Engagement at oce@wm.edu.

Logging in to TribeLink and Accessing your User Drawer

The first page you will see when you log into TribeLink will be your Home Page. On this page, you will see some Alerts, My Memberships, Upcoming Events, News and Campus Links. You will also find a search bar to help you explore the TribeLink site.

The User Drawer, accessible from your profile picture, is where you access the various features of TribeLink that can enhance your individual campus engagement experience, including Service Hours. To submit and view your Service Hours, simply open up your "User Drawer" and select "Service Hours.

Additional Questions about TribeLink?

Email tribelink@wm.edu or check out the Engage Help Center for online resources like:

Submitting Service Hours

What's on My Service Hours Page?

A - Click this button to submit service hours for approval

B - A quick snapshot of your cumulative hours served across your varied memberships, during the given time frame

C - View the status of your submitted hours. Approved hours can be displayed on your Involvement Record.

Submitting Service Hours

Individual members can submit service hours to their respective organizations that require/expect them to complete service with the organization. To add "Service Hours" click on the button "+ Add Service Hours." (A) You will be asked to identify which organization (1) these hours should be affiliated with and approved by. Please include a description of what you did during your service hours (2) and provide a verification contact (3) . After you have submitted it, the appropriate manager within the organization will review and approve/deny your service hours. You can check on the status on "My Service Hours."

William & Mary Community Service

W&M prides itself on the positive impact of its students beyond the walls of campus. All W&M students have been invited to be a part of a group called W&M Community Service, this is space where you can submit/ record/track service you do that is not associated with membership in a specific organization. If the service hours you are attempting to record in TribeLink are not affiliated with one of your organizations, you may select this option to keep a record of your service hours., simply select "W&M Community Service" as your Organization option (1) , then follow the steps above. *If this option does not currently appear on your list of organizations, please visit the W&M Community Service page in TribeLink and click the "Join" button.* After you have submitted hours to W&M Community Service, a staff member from the Office of Community Engagement will approve/deny your submission.