WILLIAM & MARY
TribeLink

How To
Approve and Track Community Service Hours

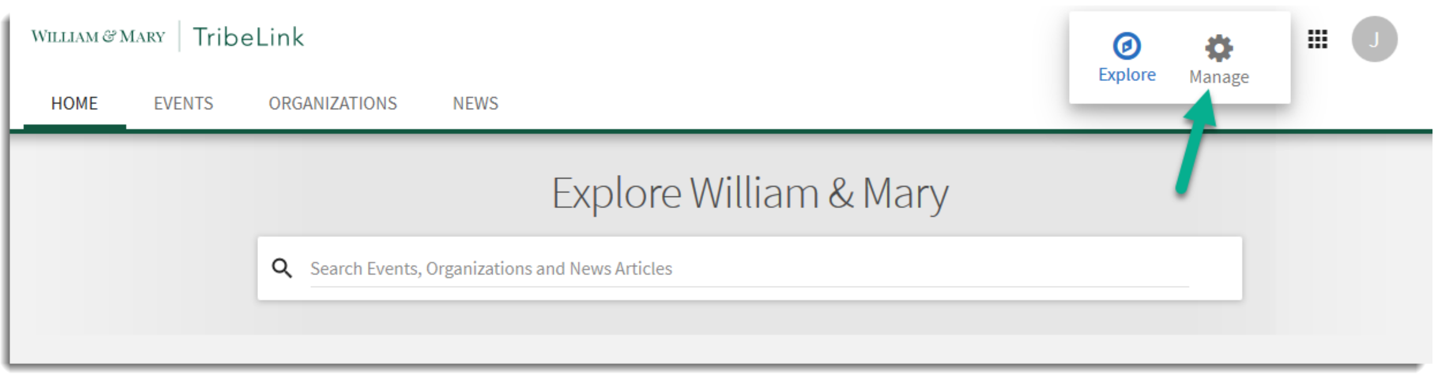
One of the organization features within TribeLink is the ability to collect and track information from members about community service for those groups that would benefit from this function such as a service organization or fraternity/sorority. Individual Members will be able to submit hours that a designated organization leader can review and approve/deny. Additionally, organizations may add information, on behalf of their members.

As an institution, we want to ensure the consistency of what constitutes "service hours" in TribeLink. As you approve service hours, please make sure the hours you approve 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 one pays an entrance fee that is then a monetary donation to an agency/ organization. Serving on the planning committee for the event would be considered service.

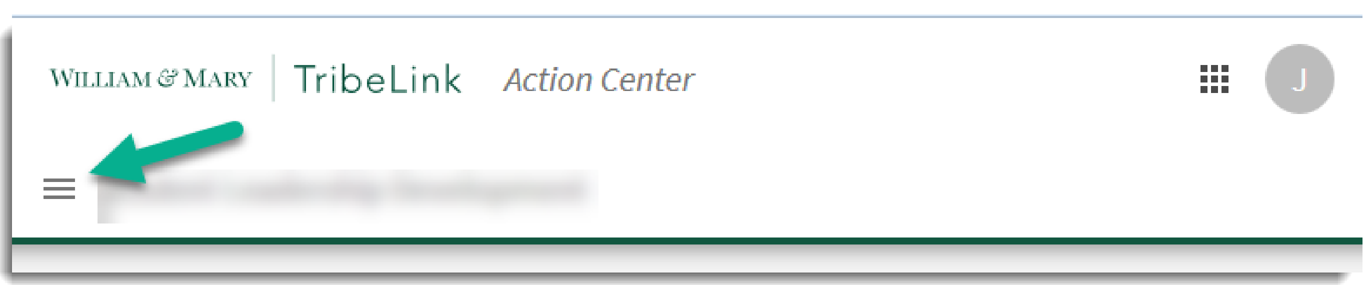
General Instructions to Access the Service Hours Page

To approve service hours for your organization, you will first need to access the organization's Service Hours page within TribeLink.

1) Log into TribeLink
2) Select "Manage" using the grid shaped icon in the top right corner of the screen - this will take you to the Action Center

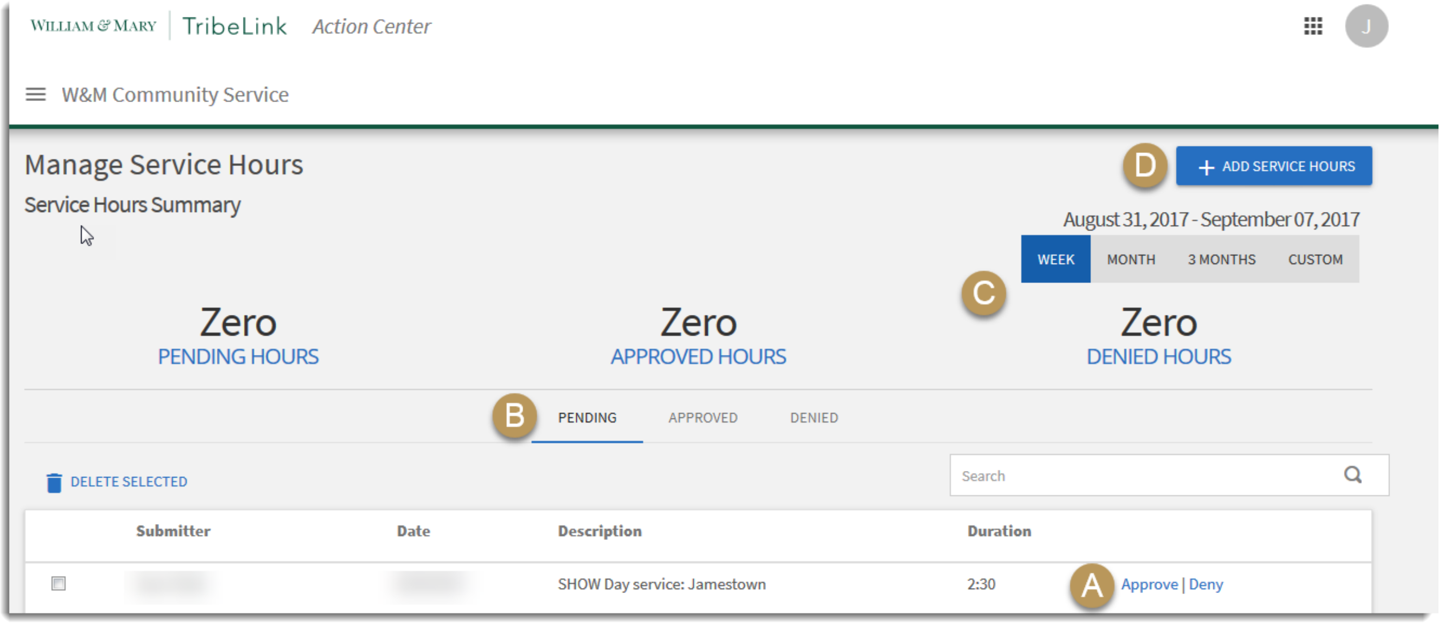


3) In the Action Center, select the organization you would like to manage
4) When you are on the organization's home page, you will use the menu on the left hand of the screen to access the various management functions you have



5) Select Service Hours

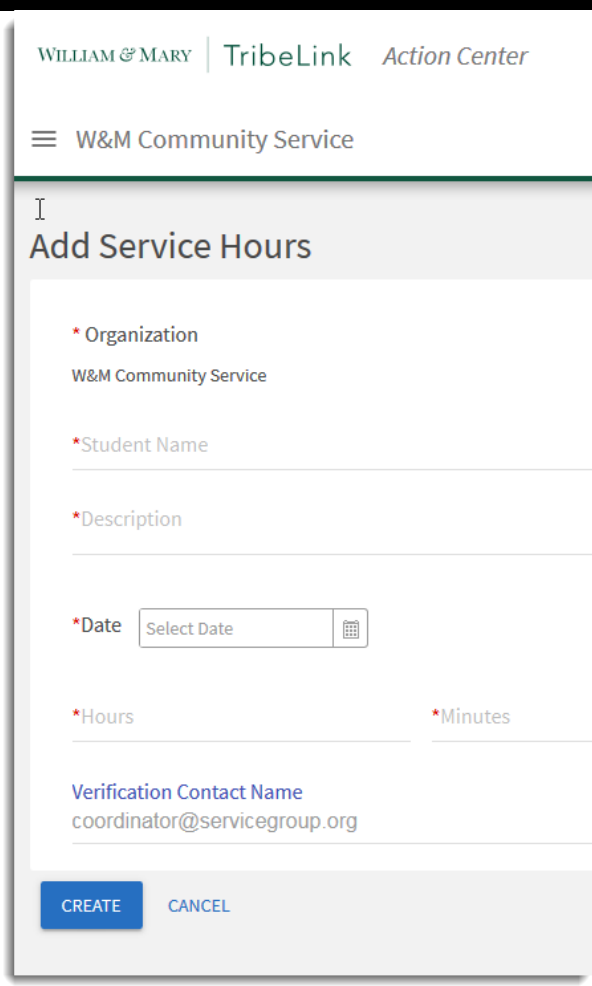
Manage Service Hours Page



A - Approve or Deny service hour submissions from organization members
B - Toggle between the various lists of Pending, Approved, or Denied service hours
C - View the aggregate number of hours for the collective organization within the specified date range
D - Add service hours for an individual member, if necessary

Adding Service Hours (D)

For a variety of reasons, your organization may find itself in a position where the service hours should/must be submitted by a leader of the organization, rather than the individual members. If this is the case, you can do so by clicking the "+Add Service Hours" button. You will add the organization member's name, a description of the service activity, the date and length of service. You can also include a verification contact name. Once those hours have been created, they will appear on your organization's summary AND on the individual's Involvement Record.



Additional Questions about TribeLink?

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

[Submitting Service Hours]