

Policy and Procedure for UBLinked Service Hours

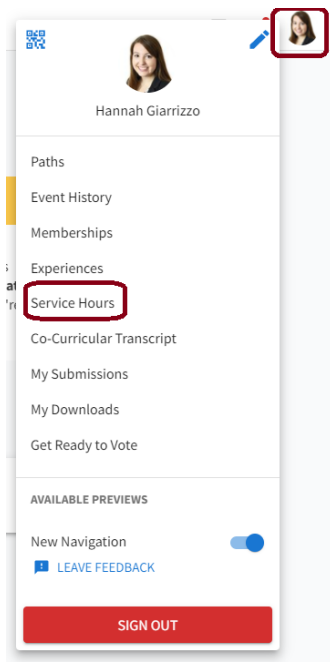
UBLinked is an involvement network that is under purview of Student Engagement. Participation and conduct on UBLinked are subject to the [University at Buffalo's Student Code of Conduct](#) in its entirety (faculty and staff members included). The Service Hours function within UBLinked is a powerful tool for students. Through the "My Service Hours" function students are able to submit their service hours for approval through Student Engagement. Once these hours are approved, students will have the hours on record and can refer back to them as needed. These hours can be used for personal record keeping but also for other rich learning opportunities that Student Engagement has to offer such as the Be the Impact Challenge and micro-credential programs.

Student Engagement encourages students to submit their service hours within 2 weeks of completing the service hours so the details are fresh and accurate. Student Engagement is committed to reviewing these submissions on a regular basis. Student group leaders are also highly encouraged to submit service events through the event tool of UBLinked if they feel as though an organization event qualifies as community service. Individual students are encouraged to only submit service hours once and are asked to submit the hours under the organization that best fits their service completion.

To submit service hours

(Note: These steps can also be viewed in this video:)

1. Log into UBLinked, go to the Be the Impact Challenge organization page, and select "Join."



2. Next click on your profile picture in the top right corner.
3. From this side bar select the "Service Hours" tab.

4. Under the “Service Hours” page, select the blue “Add Service Hours” button.

My Service Hours

March 03, 2022 - March 10, 2022

WEEK MONTH 3 MONTHS CUSTOM

Zero PENDING HOURS

Zero APPROVED HOURS

Zero DENIED HOURS

+ ADD SERVICE HOURS

5. Complete the form and the submission will be reviewed by a member of the Student Engagement Team.
- When completing your submission, select your organization (if done through a specific club, group, or organization) **or** Be the Impact Challenge and then provide information about your volunteer experience.

Add Service Hours

Fields marked with an asterisk (*) are required.

*Organization

Select Organization

Select Organization

Campus Living (CL)

Circle K International (UBCKI)

Student Engagement (OSE)

Student Unions (Unions)

*Date

*Hours

*Minutes

Verification Contact

coordinator@servicegroup.org

CREATE CANCEL

- Organization:** There are what organizations you are a member of on UBLinked. You may or may not have done service hours with one of these orgs. If you did, select the org that you completed service with. If not, select Be the Impact Challenge. If that is not an option, you will need to search for Be the Impact Challenge on UBLinked and join the group.
- Description:** Write which community partner/organization you worked with for your service experience and provide a brief description of the work you completed while volunteering. If

you are submitting a lump sum of hours, you should describe the time frame in which you completed the hours.

- Example: I volunteered with Friends of the Night People and prepped/served food to their clients. I volunteered every Monday from 5-7pm from January 5th – April 30th which equates to (xx number of hours).
- **Date:** Either select the exact day of service if you are submitting only one instance of service or select the beginning date of your ongoing service.
- **Hours:** Enter total hours volunteered, 0-99. If you completed more than 99 hours, copy and paste your entry and submit the remaining hours in a second submission.
- **Minutes:** Enter a number 0-60
- **Verification contact:** Provide the email address for the person you worked with to arrange the volunteer experience or someone keeping record that you completed the service from the organization. If this is not input, the hours will not be approved.

General Notes: Please submit a service hour record for EACH ORGANIZATION you worked with. DO NOT write that you completed 400 hours with Friends of the Night People and International Institute in the same submission. Please submit hours for Friends of the Night People and International Institute as separate entries.

Be the Impact Challenge: Students who complete 500 or more service hours can receive recognition cords, certificates, and acknowledgement at the UB Pillars of Leadership Awards Ceremony to uplift these students' dedication to giving back to others.

- Students will be notified early in the spring semester if they are close to 500 service hours based on their UBLinked service hours records. Once 500 service hours have been completed, students must complete this [form](#) and reflect upon their service experiences. The completed form will then be matched with the UBLinked approved service hours. For more information on these certificate programs email aliviasm@buffalo.edu.