**HOW TO LOG YOUR PSL VOLUNTEER HOURS**

Thank you for participating in PSL’s World Humanitarian Day service projects. As a result of your efforts, two beaches in our community were cleaned, clients of the Perry Center will receive fresh produce, children at Perry Elementary and Middle school will receive a weekend Power Pack, and an infrastructure project was completed at the Perry Cemetery.

This was just the first of what will most likely be fifty or more service projects you will complete during your senior year. In an effort to accurately document your service activities, we will use a web-based platform called InnerView. InnerView will allow you to create a service resume that highlights:

* Total hours served
* Passion for causes
* Global and local impact
* Connections to UN Global Goals

Your service resume may qualify you for a national service award and you will likely share it with prospective employers, college admissions officers, military recruiters, and scholarship selection committees. Therefore, it is imperative that you accurately complete each service activity entry.

**CREATING YOUR INNERVIEW ACCOUNT**

1. You should have received an email this morning from InnerView. Using either your phone or your Chromebook, read it carefully and click on the link to go to my.innerview.org
2. Click on the link that says, “Activate your account now.”
	* On the New Account Activation page enter your Email address (please use your school email address), cell phone, and create a password (must be at least 6 characters). Write your password on the inside cover of your PSL notebook.
3. Add a professional photograph of yourself. No selfies, no duck faces, dog filters, faceapp, etc.
4. Type your first and last name. Capitalizing the first letter of each will impress your supervisor.
5. Rate the importance of the following cause areas to you:
	* Aid/Relief
	* Climate and Wildlife
	* Education
	* Equality
	* Health
	* Hunger and Homelessness
	* Rights/Peace
6. School details: Perry High School, Perry, Ohio followed by your graduation year.
7. Enter your top priority UN Global Goal.

**ADDING SERVICE ACTIVITIES**

1. To add a service activity, click the “+” symbol in the blue circle on the bottom right.
2. Enter the **Activity Title**.
3. Enter the **Date** of the activity.
4. Enter the **Hours** for the activity. For simplicity, it is recommended that you round to the nearest quarter hour. Therefore, your hours should end with .00, .25, .50, or .75.
5. Select an **Activity Type** that describes the service from the list below:
	* Volunteering
	* Tutoring
	* Donating Blood
	* Donating Clothes
	* Donating Food
	* Donating Money
	* Donating Other
	* Attending a Group Meeting
	* Joining a Walk/Run Event
	* Attending a Workshop
	* Joining a Community Project
	* Joining an Awareness Event
	* Joining a Fundraising Event
	* Learning About Service to Others
	* Publishing an Article
	* Advocating on Social Media
	* Speaking at an Event
	* Doing Outreach
	* Raising Money
	* Leading an Event
	* Leading a Club
	* Leading a Committee
	* Leading an Initiative
	* Leading a Program
	* Leading a Fundraiser
	* Leading a Collection Drive
6. Under **Value** select one of the following:
	* Compassion
	* Connectedness
	* Curiosity
	* Integrity
	* Respect
	* Spirituality
7. Under **Impact** select the Sustainable Development Goal (SDG) that best aligns with the activity.
8. Your **Description** is the most important component. It must be written in complete sentences. It should answer who, what, where, and why. It should also describe the activity in terms that are measurable. *Failure to do all of the above will result in your time sheet being denied.*
9. Include a **Photo** from the activity that complies the policies of the organization you served.
10. Under **Did you do this with a group?** select the PSL class that you belong to.

**EXAMPLE**

**Activity Title:** World Humanitarian Day

**Date:** August 19, 2019

**Activity Type:** Volunteering

**Value:** Connectedness

**Impact:**

* Beach clean-up: #6 Clean Water or #14 Life Below Water
* Giving Garden: #2 No Hunger
* Power Packs: #2 No Hunger
* Cemetery: #11 Sustainable Cities and Communities

**Description:**

* Worked with students in the PSL program to perform a beach clean-up at Lake Metroparks Lakeshore Reservation OR Lake Erie Bluffs in honor of World Humanitarian Day. Collect 8 bags of trash that included plastic, Styrofoam, metal, glass, and other miscellaneous items that could harm water quality and wildlife.
* Worked with students in the PSL program to harvest 2.5 lbs. of green beans and over 40 lbs. from the PHS Giving Garden on World Humanitarian Day. The produce was donated to The Perry Center and will be distributed to people experiencing food insecurity who live, work, or worship in Perry.
* Worked with students in the PSL program to prepare a menu, stage food for packing, and organize boxes and bags for the Pirate Power Pack program in honor of World Humanitarian Day. As a result, 294 meals will be distributed to 42 students at Perry Elementary and Middle schools who might otherwise experience food insecurity this weekend.
* Worked with students in the PSL program and township employees to complete an infrastructure project at Perry Cemetery. This project saved our local government over $300 in labor costs and will ultimately help to make this green space safer and more inclusive.

**Photo:** Include the group photo from the event you attended.

**Did you do this with a group:** Select the PSL class that you belong to.