

Johnetta Haley Scholarship

Submission Instructions



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Most current version of this document: siue.edu/diversity/soar/johnetta-haley-scholarship

Submit your hours within 2 weeks of the date you serve. The absolute final deadline for reporting hours for the Spring 2024 semester is Monday, April 15 at 11:59 p.m. No extensions or late submissions will be allowed. Carefully follow the instructions below to make sure you receive credit for your community service hours.

SIGN IN TO THE GET INVOLVED AT SIUE WEBSITE



1. Visit the Get Involved at SIUE website (getinvolved.siu.edu).
2. Click the blue "SIGN IN" button in the upper right corner of the page.
3. If you are not automatically logged in, log in with your SIUE e-ID and password.
4. The first time you log in, you may be asked to create your profile by adding basic information.

SUBMIT HOURS UNDER "ADD EXPERIENCE"

5. After signing in, click on your photo or the gray circle with your initials at the top right of the page and select **"Experiences" (NOT "Service Hours")** from the drop-down menu.
6. You will be taken to your "My Experiences" page that will list all your reported Experiences (community service, internships, study abroad, awards and honors).
7. To report completed community service hours, click the blue "ADD EXPERIENCE" box under your photo/gray circle in the upper right corner. Then select "Community Service" from the drop-down menu.
8. Complete the Community Service Experience report form. Failure to answer all questions thoroughly may result in your hours being denied. **You must enter "Johnetta Haley" for "Organization Name."**

DO NOT INCLUDE:

- Time spent preparing, training, or practicing for service (actual service does not occur during this time)
- Transportation time (traveling to or returning from a service location)
- Inactive time (breaks, meals, "off-duty" or "on-call" time)

DO NOT SUBMIT:

- Work for which you received money or other payment
- Unpaid work benefiting a for-profit business/group/individual (except hospital/nursing/rehab facilities)

9. **Don't forget to click the blue "SUBMIT" button at the bottom of the page!**

CHECK THE STATUS OF YOUR SUBMISSIONS

Check the Get Involved at SIUE website for the most up-to-date status of your submissions. Click on your photo or the gray circle with your initials at the top right of the page and select **"Experiences" (NOT "Service Hours")** from the drop-down menu. Each submission will show its status (approved, pending, or denied). To get your total approved hours, you will need to manually add the time for each approved submission for the current semester.

GET HELP

For help with issues related to the Get Involved at SIUE website or approval of submitted hours, contact Chrystal Griffin in the Kimmel Belonging and Engagement Hub: siueserves@siue.edu | (618) 650-5467 or (618) 650-2686