# SERVICE HOURS

## You have earned them…
## now make sure you get credit for them!

To get credit for service hours earned this year,
you MUST log them on x2vol

### ***How do you do it?***

Go to Naviance on Blackboard; scroll to the bottom for the x2vol link

Complete the registration process if you haven't done so already

Click on **Dashboard** and **Find Opportunities**

All Saxon Service opportunities are listed on the **Opportunities & Projects tab**. Click on the Saxon Service date you participated in.

Mrs. Shomaker, enshomaker@fcps.edu, is Activity Contact for all Saxon Service opportunities. Please include the **date of the service**, the **activity you participated with**, and the **amount of time**. (*Each Saxon Service period is worth one hour of service.*)

### ***Want to add hours not related to Saxon Service?***

Click on **Add Hours** button at the top of the page on the **Dashboard**.

Go to **Personal Project** and click on **Create New** to enter a new volunteer activity

Be sure to include: the **contact information of the person who verified the hour, a copy of an email from them showing verification for the time,** the **date of service** and **amount of time**; and check the **oath statement** verifying the accuracy of the information. Submit to Mrs. Shomaker--enshomaker@fcps.edu. **All hours must include proof of verification by an adult.**

If you have any questions, please see Mrs. Shomaker in the Student Services Dept.