

# Track It Forward

Beginning January 1, 2017, students will use a web-based volunteer tracking program called Track It Forward to submit community service hours and to sign up for volunteer events. **The paper community service documentation forms will no longer be accepted as documentation of SERV hours.** The paper community service documentation form will still be available on the Arendell Parrott Academy website for students who would like to keep a paper log for themselves in addition to the web-based log on Track It Forward. (For example, a student volunteering where there is not internet access may want to keep a paper log to keep track of hours until they can be entered online.) The link to Track It Forward (also included in directions below) can be found under Campus Life/Download Forms or Campus Life/Community Service on the APA website.

Each student will need to create an account to begin logging hours and signing up for volunteer events on Track It Forward. Please use the following directions to set up and use Track It Forward.

## Creating an account:

1. Use the link <http://www.trackitforward.com/site/arendell-parrott-academy-serv> to access APA's Track It Forward website.
2. Click on Sign Up.
3. Complete ALL FIELDS under "Register to Log Hours". Use your full First and Last Name. Do NOT use nicknames. Keep your password in a secure location, so that you do not forget it.
4. Once you have registered, a page to log hours will immediately open. (Mrs. Lewis will have to approve you as a volunteer, but you can begin logging hours prior to approval.)

## Logging Community Service Hours:

1. Once you have registered/logged in at <http://www.trackitforward.com/site/arendell-parrott-academy-serv>, you will be on the page to log hours.
2. You must complete all fields under Log Hours before you click "Submit Time."
  - a. Enter the number of hours served, date, type (group/individual), location (city), organization/agency (ex-Boy Scouts), supervising adult's name, supervising adults email, and notes.
  - b. Please note that you are required to submit a supervising adult's name and email address. Plan accordingly when you are completing your service hours. If a supervising adult prefers to not provide his/her email address, you can include his/her phone number in the Notes field.
  - c. Use the Notes field to describe the service that you did. Be specific and detailed because, in addition to Mrs. Lewis' record, this will become your record to refer to when you are completing college and scholarship applications.
3. After you click "Submit Time," the submitted hours will be listed as "pending" under the Timesheet that is on the right of the screen. After Mrs. Lewis has approved your submitted hours (may include contacting your supervisor), the word pending will disappear, and the hours will be counted towards your milestones-SERV Induction requirement (12 hours) and Presidential Service Scholar (100 hours).

### Signing up for a Volunteer Event:

1. Use the link <http://www.trackitforward.com/site/arendell-parrott-academy-serv> to log in.
2. Select Event Sign-ups from the top menu.
3. A calendar with upcoming events will open.
4. Click on the event to sign up. Events that still have openings are displayed in green, events that you have already signed up for are displayed in green, and events that are full are displayed in green.
  - a. A page will open where you can sign up for available time slots. Do not sign up for a time slot unless you are confident that you will be able to volunteer at that time.
  - b. If something changes in your schedule, delete your name from the event sign-up as soon as possible. You will follow the same directions that you used to sign up, but click on the **X** next to your name to delete it. This is very important, so that other students will have the opportunity to sign up in your place.

### Important things to remember/differences between new Track It Forward system vs. paper forms:

- Track It Forward submission/documentation of SERV hours are subject to the APA Honor code.
- The deadline to enter your SERV hours on Track It Forward is January 12, 2018. This is a firm deadline, and submissions beyond the deadline will not be accepted. Please plan accordingly, and consider the new requirement of online submission.
- STUDENTS are responsible for submitting their hours on Track It Forward 100% of the time. This is a key change from the old system. For example, if a student volunteers in a large program (Erasing the Lines, Teen Court, APA Canned Soup Drive, etc.), that student will be required to enter his/her own service hours on Track It Forward in order for them to count towards SERV induction.
- You have two choices of how to document multiple visits to the same place. You can either enter each visit separately on Track It Forward, OR you can maintain a detailed paper log using the Community Service Documentation forms (or another logging system the organization uses) and enter the hours all at once at the end of the year. If you choose to enter the hours all together, you will need to list the dates and various duties in the Notes field of the submission form.

If students or parents have any questions about Track It Forward, please contact Leslie Lewis ([llewis@parrottacademy.org](mailto:llewis@parrottacademy.org)). There will be a meeting during Middle School club period in January that will cover all details related to SERV, including online documentation of community service hours. Tutorial sessions will be offered every Monday in May during Upper School lunch on how to use Track It Forward for any interested students. Tutorial sessions will also be given during New Student Orientation in the summer. Additional tutorial sessions will be scheduled if needed.