Instructions for Submitting Service Logs
Community Scholars, Clemson University

1. **Service Logs should be turned in on the last Friday of each month** by turning in to Shawna’s mailbox at the front desk of Clemson House, or emailing to sdory@g.clemson.edu. We have transferred the Service Log to an Excel document, so you may now fill it out electronically.
   a. Site Supervisor Initials: You have two options for obtaining Site Supervisor Initials:
      i. Have your Site Supervisor initial a hardcopy, and then place the log in my box, or scan and email to me.
      ii. Have your Site Supervisor sign electronically. To do this, email your Site Supervisor the log. They can type their initials into the correct fields. They must then email you the logs from their own email account. Then forward that email to me. If I cannot see that your Site Supervisor emailed you the log from his or her own email, the log will not be accepted.

*If Service Logs are not turned in within 10 days after the due date (i.e., by the first Monday of the following month), then their hours acquired for that month will not be counted towards their requirements. If the student attends seminars or additional group service over the semester, this should also be recorded on the log and signed by the Community Scholar staff member who supervises the event.

2. **Before the end of each month, hours must also be submitted electronically.**
   a. Go to think link: [http://www.clemson.edu/administration/risk/forms/accident-insurance.html](http://www.clemson.edu/administration/risk/forms/accident-insurance.html)
   b. At the bottom of the page, click “Enrollment Request for Special Risk Accident Insurance”
   c. In the “Department” field, select “VP Community Scholars”
   d. “Is this event course related?” Click “Yes”
   e. Leave “Department Account Number” field blank
   f. In “Administrator of Activity” type “Kathy Woodard”
   g. In “Number of Participants” type 1
   h. In “Effective Date of Activity” enter in your first date of volunteer service that month
   i. In “Termination Date of Activity” enter in your last date of volunteer service that month
   j. In “Number of Days” enter in the number of days you volunteered that month
   k. In “Age Group” enter your age
   l. In “Description of Activity” copy the Date and the Description of Activity cells from your Service Log into the field, separating each day/activity pairing with a semicolon. (Ex: 10/21/15 worked on Habitat for Humanity House; 10/25/15 tutored children; )
   m. In “Location of Activity” copy the Date and the Agency Name cells into the field, separated by semicolons as shown above in “m.”
   n. In “Type of Transportation” enter “N/A”
   o. In “E-mail Confirmation Address” type your email address
   p. Click “Submit”
   q. You’re done! ☺