

COMMUNITY SERVICE TRACKING

You can find the updated the Community Service Tracking form on myPortal! (<https://myportal.trine.edu/ICS/>) You can access the form when you log into the student or staff page of myPortal - it is listed in the left-hand navigation bar.

The screenshot shows the myPortal interface for a student. The top navigation bar includes links for Home, We Care, Staff, Academics, Student, Admission, Adult Program Admission, Alumni, IT, and My Pages. The main content area is titled "Student" and features a "My Residence Information" section. A message box states: "You are not authorized to use this portlet; it is only available to users in certain roles within the portal." The left-hand navigation menu includes "Student Home", "Student Government", "CHAT Events", "Community Service Tracking Form", and "We Care".

It is our expectation that athletic teams and student organizations report their community service hours to the university so that we can showcase the wonderful work you are all doing in the community. Please designate someone within your organization to report the events/hours that you serve.

When using the form:


- Please report hours for the **organization/team's involvement** – one representative can report all members/hour earned per service opportunity
 - i.e. **Sam can report the 21 total hours of service for IFC volunteering at Pokagon**
- Select your organization/team from the drop down menu
- Record the total number of hours for the service project & the date of the project took place
- **In the description area of the form, list ALL necessary details about the event**
 - **Where did you serve? What did you do? How many members were there? How long were each there?**
 - i.e. **7 members of IFC volunteered at Pokagon for park clean-up for 3 hours**

The screenshot shows the "Community Service Tracking Form" in the myPortal interface. The top navigation bar is the same as in the previous screenshot. The main content area is titled "Community Service Tracking Form" and includes a "View Reports" link. The form fields are: "Community Service Tracking" (a dropdown menu), "Submitter Info:" (1308310 - Alexandra Rossmann - rossmanna@trine.edu), "Organization:" (a dropdown menu), "Total Hours Completed:" (a text input field), "Date Completed:" (a date picker), and "Description:" (a text area). A "Submit" button is located at the bottom right of the form. The left-hand navigation menu includes "Student Home", "Student Government", "CHAT Events", "Community Service Tracking Form", "We Care", "Quick Links", and "My Pages".

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Once you make a submission, you can view the total number of hours reported as well as your organization/team's standing on the Trine website!!

<https://www.trine.edu/campus-life/clubs-organizations/community-service.aspx>



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Community Service

Giving back to the community

At Trine University, we care about service to our community. Each year, our athletic teams, organizations, and clubs take time out of their busy academic schedules to give back. Students help out at local, non-profit organizations, participate in our Serve 60 campaign, and fundraise on-campus for great causes. These include:

- Walk Into My Future
- Crafted Tie Blankets – Donated to Project Help
- Created Craft Kits – Donated to St. Jude Children's Research Hospital
- Picked up trash at Pokagon State Park
- Assembled backpacks for Boomerang Backpacks for local schools
- United Way Days of Caring – helping out local community residents
- On-Campus Red Cross Blood Drives – Coordinated by Delta Chi Fraternity
- Relay for Life – Coordinated by Colleges Against Cancer
- Big Man on Campus (BMOC) – Sponsored by Theta Phi Alpha, raised over \$11,000 last year!

Total Hours: 2944

Kappa Sigma Alpha:	1205
Phi Kappa Theta:	972
Tau Kappa Epsilon:	384
American Society of Civil Engineers:	126
Delta Chi:	94
Cross Country:	92
Kappa Sigma:	45
Christian Campus House:	10
Football:	9
Habitat for Humanity:	7