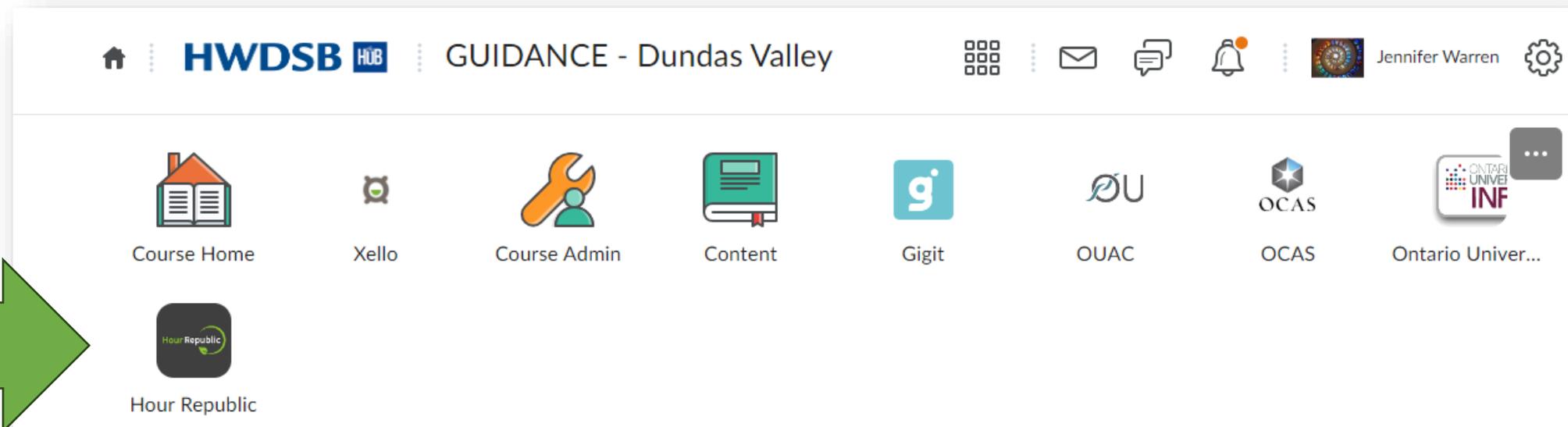




**Entering
Volunteer Hours
in Hour Republic**

How to enter your hours!

- Students: Go to the HUB
- Pick the Guidance Hub Course Page
- Select Hour Republic from the top band of icons on the page



SIGNING UP

- Sign Up if you haven't yet
 - The board is the Hamilton Wentworth District School Board
 - There is no "code"... so skip that
 - Use your HWDSB email
 - You need to enter the year that you started at DVSS
- When your registration is complete, the main page will open

ADDING HOURS

- Click on “Hours” on the left menu.. a new screen will open
- Click on the “Add Hours” words on the right side of the screen
- Remember you can only add hours that you completed volunteering for a non-profit organization (not a business)

Wright, Jane

Student



+ Add Hours

59 of 240 hours



All Hour Type All Classes All  

| Organization | Type | Label | Date | Hours | Status  | Attachment | Mark |  |
|----------------------|-----------|----------------|-------------|-------------|--|------------|------|--|
| Vive | Volunteer | Vive | 17-Oct-2019 | 5.50 hours | Verified | | |  |
| Vive | Volunteer | Vive | 04-Oct-2018 | 5.50 hours | Verified | | |  |
| DVSS Garage sale | Volunteer | Garage Sale... | 04-Nov-2017 | 5.00 hours | Verified | | |  |
| Halloween for Hunger | Volunteer | Halloween f... | 31-Oct-2017 | 8.00 hours | Verified | | |  |
| Dundas Dynamo Sum... | Volunteer | Coach of Du... | 07-Aug-2017 | 35.00 hours | Verified | | |  |

Total Hours: 59 hours

Total Verified Hours: 59 hours

Total Submissions: 5 submissions

Fill in the details about the organization:

LABEL:

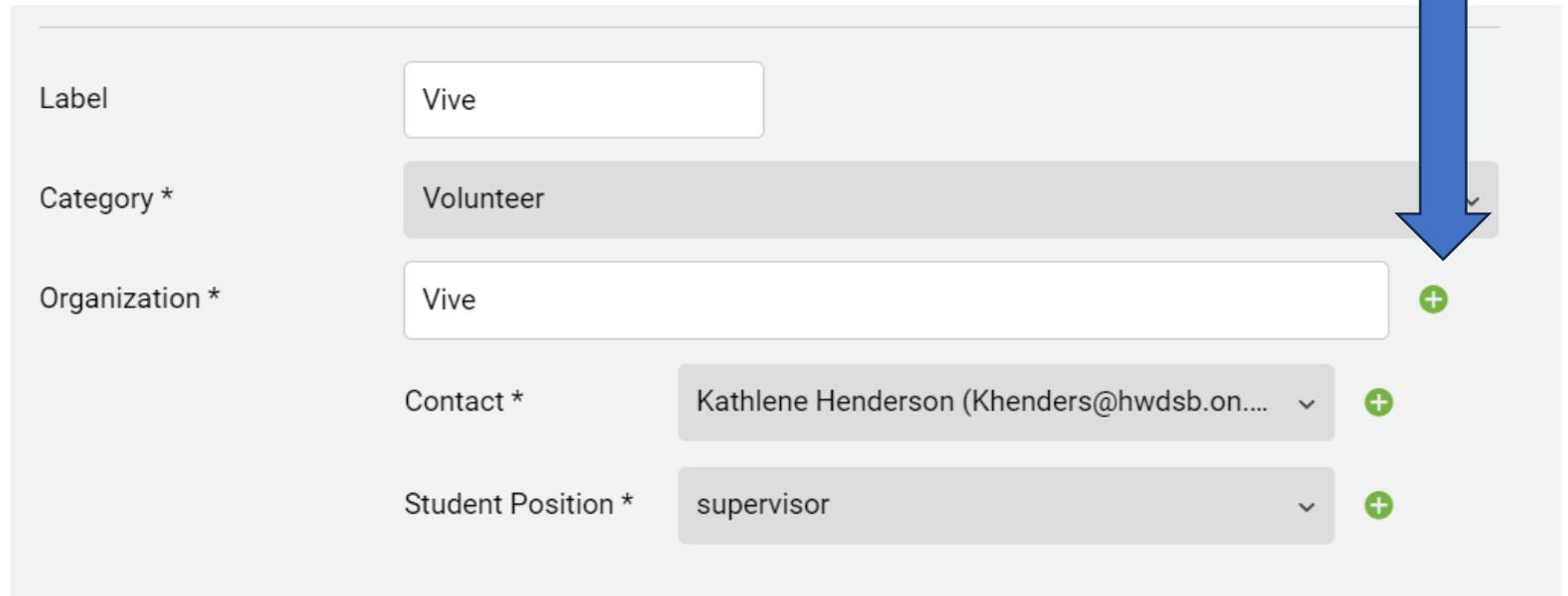
You create a name that matches your experience

CATEGORY:

It's always "volunteer"

ORGANIZATION:

Click on the green plus sign and fill in the information for the person/organization for whom you volunteered (you need an email for sure but not a phone number)



The screenshot shows a form with the following fields and values:

- Label:** Vive
- Category *:** Volunteer
- Organization *:** Vive
- Contact *:** Kathlene Henderson (Khenders@hwdsb.on....)
- Student Position *:** supervisor

A blue arrow points to a green plus sign (+) located to the right of the Organization field, indicating where to click to add more details.

TYPE OF HOURS:

“BLOCK” allows you to record a number of hours over a block of time rather than entering separate “shifts” of volunteer work.

We suggest you use “Block” when possible.

Fill in the hours section:

| | |
|-----------------|--|
| Type of Hours * | Block |
| Start * | 17 - 10 - 2019   |
| End * | 17 - 10 - 2019   |
| Total Hours * | 5.50 hours |

Skills Learned and Description + Verify

Skills Learned:

Use the drop-down menu to select the skills you learned or type it in yourself

Description:

Type in what you did

Verify:

Be sure you click the “verify” box

| | |
|------------------|---|
| Skills Learned * | <p>Oral communication</p> <p>Leadership, Customer service, Decision making, Oral communication</p> |
| Description * | <p>Helped with the food this year. Organized the dinner and dessert. Facilitated younger students getting their dinner and engaging in trivia.</p> |
| | <p><input checked="" type="checkbox"/> I verify that this activity meets the guidelines and eligibility criteria for community involvement.</p> |



Save and submit

Finish by clicking “Save and Submit” at the top of the page.

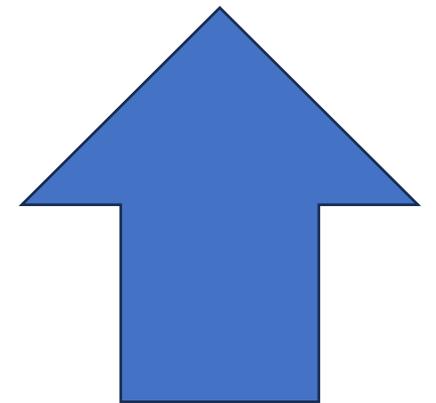
An email will be sent to to your parent/guardian and an email will go to the supervisor whose email you provided.

Tell them both to check their emails. They need to open the email and approve the hours

Cancel

Save

Save and Submit



Can I enter special hours due to COVID?

- Check out the chart on the following slide to see if you qualify to enter any hours for paid work or for helping at home.
- In essence, students who started DVSS in 2023 or later will not have access to COVID special hours

What you can enter...

| If you are in... | 2022-2023 | 2021-2022 | 2020-2021 |
|------------------|--|--|--|
| GRADE 12 | 10 HOURS OF HELPING AT HOME 10 HOURS OF PAID WORK | 10 HOURS OF HELPING AT HOME 10 HOURS OF PAID WORK | 10 HOURS OF HELPING AT HOME 10 HOURS OF PAID WORK |
| GRADE 11 | 10 HOURS OF HELPING AT HOME 10 HOURS OF PAID WORK | 10 HOURS OF HELPING AT HOME 10 HOURS OF PAID WORK | X |
| GRADE 10 | 10 HOURS OF HELPING AT HOME 10 HOURS OF PAID WORK | X | X |

How to enter those COVID
special hours:

Cancel Save Save and Submit Save and Approve

Label = Covid Help at Home

Category = Volunteer

Organization = Click the plus sign and enter your caregiver's information

Label

Covid help at home

Category *

Volunteer

Organization *

Search for organization



Organization *

Home

Supervisor *

Janine

Charters

Supervisor email *

jcharters@shaw.ca

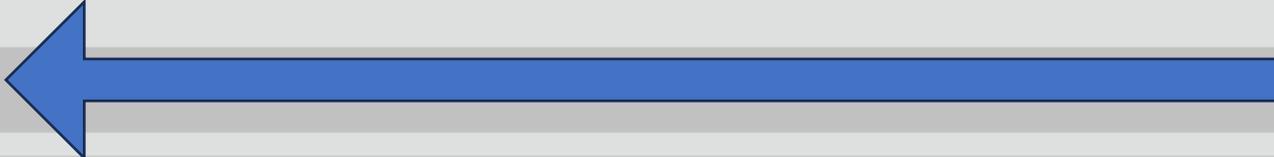
Supervisor phone

Phone

Student Position *

Helper





Type of Hours *

Block

Parent/Guardian Email *

jwarren@hwdsb.on.ca

Start *

05 - 09 - 2022  

End *

28 - 06 - 2023  

Total Hours *

10.00 hours

Skills Learned *

Reliability
Organization skills, Planning, Reliability

Description *

In my grade 9 year, I helped at home by cleaning out the garage and the shed, and then reorganizing and cleaning all of the tools.

I verify that this activity meets the [guidelines and eligibility criteria](#) for community involvement.

Choose "Block" if you'd like to say you did the hours over a period of time (e.g. September to June)

Choose "Shift" if you did your hours in one day.

You can only claim 10 hours per year for helping at home... Enter them separately for each year.

Cancel

Save

Save and Submit

Student Position *

Helper

Type of Hours *

Block

Parent/Guardian Email *

jwarren@hwdsb.on.ca

Start *

05 - 09 - 2022  

End *

28 - 06 - 2023  

Total Hours *

10.00 hours

Skills Learned *

Reliability

Organization skills, Planning, Reliability

Description *

In my grade 9 year, I helped at home by cleaning out the garage and the shed, and then reorganizing and cleaning all of the tools.

I verify that this activity meets the [guidelines and eligibility criteria](#) for community involvement.

1. Click here

2. Click here

Inform your parent/caregiver!

- Tell them to check their email and click “yes” to confirm your hours