mobileserve

HOW TO LOG YOUR SERVICE HOURS:

1. Visit app.mobileserve.com or open the app on your phone (MobileServe)

2. Sign in to your MobileServe account that is connected to AMHS

3. Click "Log Hours"

4. Select "Log Service Hours & Location"
   a. We do **not** currently use the "check in to special event" feature

5. Select the date of when you volunteered

6. Enter the total hours you volunteered that day

7. List the service organization that you volunteered with
   a. Reminder: the service organization **must** be on the pre-approved list of organizations

8. Select the category "Service Hours" underneath the AMHS SPIN: Class of _____ tab
   a. **Do not log SPIN service hours into National Honor Society (NHS) or Business Pathway Program (BPP)**

9. Tell your story: What did you do while volunteering?
   a. Example: I helped organize the food pantry and then passed out food to people in need.

10. Answer the **required** reflection question *(will only appear if you select direct/indirect hours)*
    a. Your reflection must be thoughtful and at least 2-3 sentences in length
    b. Your hours will **not** be approved unless this requirement is met

11. Click "Next"

12. Input your supervisor's name and email address
    a. Double check that the email address is correct
    b. Your supervisor will then receive an email from MobileServe asking to verify these hours
    c. **Email verification from your supervisor is required for approval**
       i. *It is the responsibility of the student to reach out to the supervisor if hours have not been verified*

13. *(Optional)* Add photos from your experience serving!

14. Click "Submit Hours"

Once your hours have been verified, Campus Ministry will approve the hours within 2 weeks of the verification. If you have any questions, contact Campus Ministry at campusministry@am-hs.org or stop by the Campus Ministry office!