Hello BC SERVA Members,

We are proud to have you all as new registered members. Moreover, to help get you further acquainted with the SERVA Online process, we have put together the following guidelines to optimize your experience:

GUIDELINE FOR KEEPING TRACK OF HOURS

STEP1:

Register for SERVA Online by completing the Application. *This step is mandatory for participation in the program. Please provide us with accurate & correct information.

STEP 2:

Choose an Organization for whom you would like to volunteer. You can accomplish this by selecting an organization from the drop - down tab and entering a comment. *In order to begin volunteering, you must contact the organization.

To find an organization's contact information, simply click on the **VIEW LIST** option to the right of the drop – down tab.

-If the organization for which you would like to volunteer is not present, please submit a request via email. Be sure to include the organization's current website. (Send all emails to SERVA@brooklyn.cuny.edu)

*All approved submissions will appear on your account page. Submissions that "are not approved" will appear with a logical explanation and or further instructions.

GUIDELINE FOR KEEPING TRACK OF TRAINING UNITS

STEP 1:

Click on the **"Add a new entry"** option to the right of Training/Workshops.

STEP 2:

Fill out the Service – Education form and submit for review.

*Once your service-hours are reviewed, the amount of units awarded will appear on your account page. Submissions that are "not approved" will appear with a logical explanation and or further instructions.

VERY IMPORTANT NOTICE!!!

THE DEADLINE FOR COMPLETION OF THE PROGRAM for the Spring 2011 Semester is March 31st, 2012.

SERVA Online was created to help with the facilitation on volunteer service on Campus & in the Community. Upon successful completion of the program, you will earn an Honors Notation on your Official Transcript. ALL MEMBERS MUST BRING IN A PHYSICAL COPY OF THEIR SIGNED LOGS & TRAINING SUMMARY in order to receive full credit!

*Please see the following link to review the requirements for completion of BC SERVA: **http://www.brooklyn.cuny.edu/pub/departments/sa/1536.htm**