

## **Governor Simcoe Secondary School**

### **Community Involvement Instruction Sheet for “Hour Republic”**

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#### **HOW DO I ACCESS “HOUR REPUBLIC”?**

- Go to the school’s website <https://govsimcoe.dsbns.org/> and click on the *D2L* link
- Log on to your *D2L* account using your DSBN username & password
- Click on the *Hour Republic* link on your *D2L* homepage (if this is your first time logging in, you will need to register...click on the *Register* button and provide the requested information and then click on *Sign Up*.)
- You will now see your *Volunteer Dashboard*

#### **WHAT CAN I DO FROM THE “HOUR REPUBLIC” VOLUNTEER DASHBOARD?**

- Submit your community involvement hours via *Add Hours* (see next section)
- Search for *Volunteer Opportunities*
- Download your *Volunteer Summary Report* (useful for scholarship & employment applications)
- View the DSBN’s *Community Involvement Guidelines*

#### **HOW DO I SUBMIT MY COMMUNITY INVOLVEMENT HOURS?**

- The process is completed entirely online...however, you may want to use the worksheet on the reverse of this handout to organize the information prior to doing so
- On your *Volunteer Dashboard*, click on the *Add Hours* button
- Enter the contact information for the organization that you volunteered for (*Name of Organization, Contact Name, Contact Email, Contact Phone*)
- Explain what you did in your community involvement activity in the *Description of Community Involvement* field
- Select *Skills Learned* and click on all those that apply
- Enter the start and end dates of your activity
- Enter the total number of hours that you volunteered
- If you are sure that all of the above information is correct, you should now click the box to verify and then click on *Submit*...your parents/guardians and the organization contact will both receive an email and will be asked to verify your hours
- Upon verification by your parents/guardians and the organization and subsequent confirmation by the Guidance Department, your record of community hours will be updated and your next final report card will show the total hours completed to date.

#### **NEED MORE INFORMATION?**

***Please visit our Community Involvement webpage by going to <https://govsimcoe.dsbns.org/> and clicking on the Student Services link.***

## COMMUNITY INVOLVEMENT INFORMATION WORKSHEET

NAME OF ORGANIZATION	
CONTACT NAME	
CONTACT EMAIL	
CONTACT PHONE	
DESCRIPTION OF COMMUNITY INVOLVEMENT	
SKILLS LEARNED	<i>Click on all that apply from the list provided.</i>
START DATE	
END DATE	
TOTAL HOURS	

***Please input this information as instructed on the front of this page.***