

## How to Submit Your Community Service Hours in JasonQuest

1. Log into your JasonQuest account through your [my.uwf.edu](http://my.uwf.edu)
2. In JasonQuest, on the green sidebar, click on **Submit My Community Service Hours**.
3. The top of the page states: "Find the [click here](#) link..." Do *either* of the following:
  - a. Look for the green **click here** link in the center page to click
  - b. Click on the tab marked **Other**

In the **REPORT A HIRE** section at the bottom of the page:

4. **ENTER YOUR** \*Volunteer Position Title
5. **ENTER THE** \*Community Agency/Non-Profit Organization Name (*example*: PLAY Pensacola)
6. Click the green **Save** button.

On the final screen, fill in all of fields related to your volunteer experience. A form with incomplete information cannot be approved. The red \* indicates a required field.

7. This Community Service Experience was...\*

**SELECT ONE OF THE FOLLOWING FROM THE DROPDOWN MENU**

- An Individual Service Experience (Not connected to a Student Organization)
- Connected to a Student Organization/Student Group
- Connected to an Academic Course (Service Learning/Field Study/Internship)
- Other

8. Completed Community Service where:\*

**SELECT ONE OF THE FOLLOWING FROM THE DROPDOWN MENU**

- Completed OFF CAMPUS with a Non-Profit Community Agency)
- Completed ON CAMPUS with a Non-Profit Community Agency
- Completed ON CAMPUS with an On Campus Department/Entity/Organization (ArgoService)

9. **ENTER YOUR** \*Start Date
10. **ENTER YOUR** \*End Date
11. **ENTER THE TOTAL NUMBER OF** \*Community Service Hours
12. **ENTER** \*Description of Volunteer Experience (*Indicate your duties and responsibilities*)

**Under Miscellaneous Information**

13. **ENTER** Course Number (*example*: GEO 2330)
14. **ENTER** Professor's Name
15. **ENTER** \*Supervisor's Name
16. **ENTER** \*Supervisor's Phone
17. **ENTER** Supervisor's E-mail
18. **CLICK SAVE** The screen will not change, but within 48 hours, during normal business hours, you will get a confirmation e-mail stating your hours are approved. To view your community service activity, in the green sidebar click **VIEW MY ACTIVITY**, and then click on **PLACEMENTS**.