**SERVICE HOURS**

**You earned them…now make sure you get credit!**

*To get credit for service hours, you MUST log them on x2vol*

***How do you do it?***

Go to the Naviance link on Schoology and click on x2Vol

Complete the registration process if you haven’t done so already

Click on **Dashboard** and **Find Opportunities**

All Saxon Service opportunities are listed on the **Opportunities & Projects tab**. Click on the Saxon Service date you participated in.

Mrs. Shomaker, enshomaker@fcps.edu, is Activity Contactfor all Saxon Service opportunities. Please include the **date of the service**, the **activity you participated with**, and the **amount of time**. (*Each Saxon Service period is worth one hour of service.*)

***Want to add hours not related to Saxon Service?***

Click on **Add Hours** buttonat the top of the page on the **Dashboard**.

Go to **Personal Project** and click on **Create New** to enter a new volunteer activity

Be sure to include: the **contact information of the person who verified the hour**
the **date of service** and **amount of time**; and check the **oath statement** verifying the accuracy of the information. Submit to Mrs. Shomaker--enshomaker@fcps.edu

*If you have any questions, please email Mrs. Shomaker or see her in the Student Services Dept. or visit the* ***x2vol Help Desk******during Saxon Service***