



## **Service Learning Hour Tracking Portal Instructions**

### **Adviser Information**

FCCLA is the ultimate leadership opportunity that provides students with opportunities to perform service learning activities. Members perform hundreds and thousands of volunteer hours each year. Ohio FCCLA invites members to track these service hours through the Service Learning Portal located on the Ohio FCCLA Website. Hours should be entered per student, please do not enter an amount as a group.

Teachers are encouraged to have students regularly submit their hours. Reports by schools can be generated per request of the teacher. These reports will be great marketing tools for your program.

Below are instructions on how to have your students track their hours.

**Step 1:** Go to [www.ohioFCCLA.org](http://www.ohioFCCLA.org) → Click on **Programs** Tab → In the drop down Click on **Service Learning Track Portal**

**Step 2:** Click on **Service Learning Tracking Portal**

**Step 3:** In the form students will enter the following information:

- Student's Name
- School Name
- Teacher's Name
- Location of service
- Organization assisted
- What was done during hours of service
- Date of service
- Number of hours

**Step 4:** Click **Submit**

**Award:** The top three chapters and affiliated members who track the most hours will be recognized at State Leadership Conference.

**Timeline:** Window is from March 2, 2018 to March 1, 2019.

**Questions and Reports:** Contact [ohiofccla@education.ohio.gov](mailto:ohiofccla@education.ohio.gov) with any questions about using the tracking portal or to receive a chapter report.