



Service Learning Hour Tracking Portal Instructions

Adviser Information

FCCLA is the ultimate leadership opportunity that provides students with the opportunities to perform service learning activities. FCCLA members perform hundreds and thousands of volunteer hours each year. Ohio FCCLA invites members to track these service hours through the service learning portal. 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. Monthly, we will announce in the FCS and FCCLA newsletter the current number of service hours documented. Reports by schools are able to 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.com → 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' service
- Date of service
- Number of hours

Step 4: Click **Submit**

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

Timeline: Window is from May 1, 2016 to March 1, 2017

Questions and Reports: Contact Kelly Jung at Kjung@ohiofccla.org with any questions about using the tracking portal or to receive a chapter report.