Service Learning Hour Tracking Portal Instructions

Student Instructions

Step 1: Go to **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 enter the following required 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**

Hours must be completed between March 2, 2017 and March 1, 2018. All information must be submitted by **March 15, 2018** to count towards the Outstanding Service Learning Award and Outstanding Member Service Learning Award.

Tracking Template

All hours must be tracking in the service portal in order to be counted

Locations:	Organization assisted:	What did you do:	When:	Number of hours: