

Important Information for Students about the
SERVICE LEARNING AWARD
A RISD Board of Trustees Honor Awarded to Our Graduates

The Richardson Independent School District encourages each student to participate in service learning as an important component of his or her education. The Board of Trustees adopted a goal for all students to develop individual and civic responsibility. To help achieve this goal, the District established the Service Learning Award. The Service Learning Award offers an opportunity for students to engage in meaningful volunteer activities of their choosing to contribute to their community or selected organization and to gain recognition at graduation for those worthwhile activities. Participation is optional for students.

Award Criteria

To earn the Service Learning Award at graduation, students must complete a **minimum of sixty (60) volunteer service hours between June 1st prior to 9th grade and March 31st of their Senior year. Thirty (30) of the sixty volunteer service hours must be completed between June 1st and March 31st of their Senior year.**

Recommended guidelines for completing volunteer service hours:

- Students will earn a minimum of 5 hours during 9th grade
- Students will earn a minimum of 10 hours during 10th grade
- Students will earn a minimum of 15 hours during 11th grade
- Students will earn a minimum of 30 hours during 12th grade (mandatory minimum)
- Total Hours = 60

Students may earn qualifying service hours by participating in volunteer activities through:

- school clubs
- civic organizations
- community organizations
- charitable organizations
- religious organizations
- youth organizations
- individual activities

Students may not count hours for activities for which the student or the organization received any money or other financial benefit for participating.

How to Log Your Service Hours

Students will sign in to their Naviance Family Connection account to access x2VOL to securely and accurately track community service and service learning hours

Recognition at Graduation Ceremony

Graduating seniors who earn the Service Learning Award will receive recognition in the graduation program.

Overview

You can use Family Connection to access x2VOL to securely and accurately track community service and service learning hours.

Getting Started

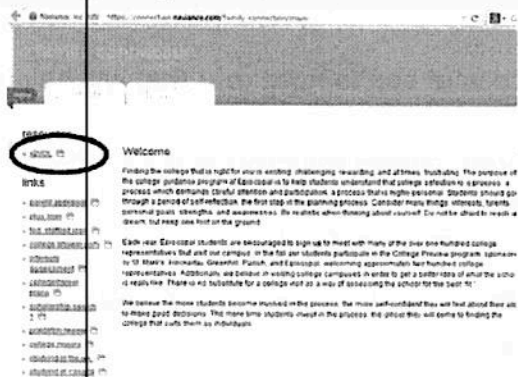
To access x2VOL through Family Connection, you must:

1. Sign into Family Connection (see instructions below)
2. Click on the x2VOL link under the Resources on the left hand side of your screen in Family Connection.
3. Complete your x2VOL profile the first time you access x2VOL, then go to the Dashboard tab.

Logging into Family Connection

Follow the steps below to log into Family Connection:

1. To access Family Connection, go to
2. PHS: <http://connection.naviance.com/pearcehs>
3. RHS: <http://connection.naviance.com/richardsonhs>
4. LHHS: <http://connection.naviance.com/lhigh>
5. BHS: <http://connection.naviance.com/berknerhs>
6. Enter your username in the **username** field.
7. Enter your password in the **password** field.
8. Check the box next to Remember Me if you want to bypass entering this information on return visits. (Not recommended for shared or public computers.)
9. Click the **Log In** button.



Complete Your Registration

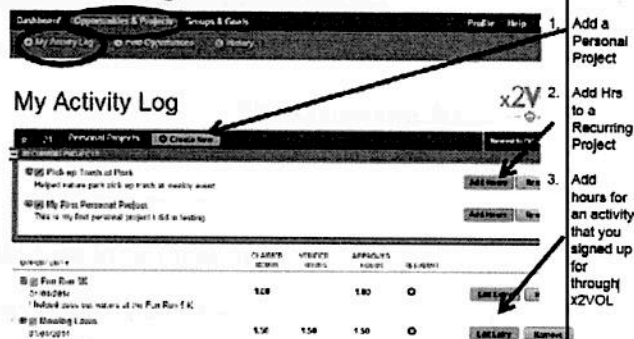
This will appear only to First Time login.
Complete missing parts.



After Signing into x2VOL

Once you are logged into the system you should see a screen that looks similar to the one below.

Log Your Service Hours



Logging service hours:

1. Click **Opportunities & Projects** tab on the top left side of the **Dashboard** page.
2. This takes you directly to **My Activity Log**, where all your entries will be shown.
3. Click on the **Create New** button under the **My Activity Log** heading to add hours.
4. Be sure to enter the correct **DATE** the activity was completed and the **GOAL** the hours should count towards.
5. Once you submit hours, you will not be able to edit it until your school denies the hours.

Finding a volunteer opportunity:

1. Click the **Opportunities & Projects** tab at the top of the page.
2. Click the **Find Opportunities** sub-tab and see the list of current opportunities available.
3. All **School Sponsored** opportunities are the top of the list- these were posted by your school. Any community opportunities are posted below that- these are posted by nonprofits in your community.
4. You can click on the opportunity name to learn more about it.

Canceling a project I signed up for:

1. Click on the **My Opportunities & Projects** tab on the top navigation bar
2. Then select the **My Activity Log** sub-tab
3. Scroll down to find the event, then click the **REMOVE** button

To print your Service Transcript:

1. Click on the **"Opportunities & Projects"** tab in the top navigation
2. Select the **"History"** sub-tab
3. Click the **Print Results** button in the Search Results section