HOW TO EARN AND REPORT
COMMUNITY SERVICE HOURS

How to report hours when volunteering on your own:

1. Arrange to volunteer at a registered non-profit 501(C)3 organization.
2. Print and take a ***SVUSD Verification form*** with you the day you work and have it signed and dated at the end of your shift.
3. Complete **ALL blanks spaces** on the form prior to submitting hours online for approval. If the form is incomplete, it will be rejected for corrections. Be sure to get parent signature too!
4. Go to **www.trabucohillspepsquad.com** and click on the ***Community Service tab*** then select ***Community Service Hours Submission Form.***
5. Complete the online form. When asked if this is a THHS event say ***NO.***
6. Upload a completed, signed and dated *SVUSD Verification Form.**
7. Hit Submit.
8. Check your email for approval.

The SVUSD form is ONLY required to be completed and uploaded for service hours worked independently (not a THHS Pep Squad organized event).

How to report hours when volunteering with the THHS Pep Squad for an organized (sponsored or hosted) Pep Squad event:

1. Read newsletters, emails, text reminders or attend Booster Meetings for THHS Pep Squad monthly organized events.
2. Follow detailed instructions; for example
   o register/sign up *if* required
   o if a "collection drive"; drop items off at the specified location properly labeled with your name, squad, # of items (if applicable) and hours
   o if a service event; wear appropriate clothing as requested and check in/out with Community Service Coordinator on site.
3. When completed, go to **www.trabucohillspepsquad.com** and click on ***Community Service tab*** then select ***Community Service Hours Submission Form.***
4. Complete the online form only.* When asked if this is a THHS event say ***YES.***
5. Hit Submit.
6. Check your email for approval.

The SVUSD form is NOT required.

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