

# Community Involvement

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## WHAT IS HOUR REPUBLIC?

The DSBN uses HOUR REPUBLIC, an online program, that allows students to track community involvement hours.

## HOW DO I ACCESS HOUR REPUBLIC?

1. Go to the school's website [www.laurasecord.org](http://www.laurasecord.org) and click on the **D2L** link.
2. Log on to your D2L account using your DSBN username and password.
3. Click on the **Hour Republic** icon on your D2L homepage.  
(If this is your first time logging in, you will need to register. Click on the **Register** button and provide the requested information and then click on **Sign Up**).
4. You will now see your Volunteer Dashboard.

## WHAT CAN I DO FROM THE VOLUNTEER DASHBOARD?

- Submit your community involvement hours by choosing **Add Hours** (see next section).
- Search for **Volunteer Opportunities**.
- Download your **Volunteer Summary Report** (useful for scholarship and employment applications).
- View the DSBN's **Community Involvement Guidelines**.

## HOW DO I SUBMIT MY COMMUNITY INVOLVEMENT HOURS?

The process is completed entirely online. However, you may want to use the worksheet on the reverse of this handout to organize the information prior to going online.

1. On your Volunteer Dashboard, click on **Add Hours**.
2. Enter the **Contact Information** for the organization that you volunteered for (*Name of Organization, Contact Name, Contact Email, Contact Phone*).
3. Explain what you did as a volunteer in the **Description of Community Involvement** area.
4. Click **Skills Learned** and choose all of the skills that apply.
5. Enter the **Start and End Dates** of your activity.
6. Enter the **Total Number of Hours** that you volunteered.
7. If you are sure that all of the above information is correct, you should now click **Save and Submit**.

Your parent/guardian AND the organization contact will receive an email and will be asked to verify your hours. When both parties have verified the hours, the Guidance Department will confirm your hours. Your record of community hours will then be updated and your next FINAL report card will show the total hours completed to date.

## NEED MORE INFORMATION?

Please visit [www.laurasecord.org](http://www.laurasecord.org) and click on the **Guidance link**.

***You will need to enter this information online using your Hour Republic account.***

## **COMMUNITY INVOLVEMENT INFORMATION WORKSHEET**

NAME OF ORGANIZATION	
CONTACT NAME	
CONTACT EMAIL	
CONTACT PHONE	
DESCRIPTION OF COMMUNITY INVOLVEMENT	
SKILLS LEARNED	<i>Click on all that apply from the list provided online.</i>
START DATE	
END DATE	
TOTAL HOURS	