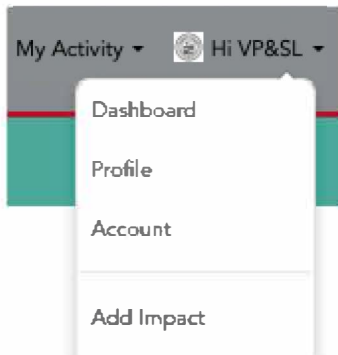


HOW TO ADD AN 'IMPACT'

- ▶ An 'Impact' is a **service hour** or **donation** that benefits an individual organization.
- ▶ Each 'Impact' provides trackable data for SHU and the Office of Volunteer Programs & Service Learning to assess the total impact of SHU students in the community.
- ▶ Recording an 'Impact' is also our way of monitoring the quality of your experience as a volunteer at each site.

- 1 In the top right, under your profile, select **'Add Impact'** from the drop down menu.



If you navigate to 'Add Impact' from the home page the top banner may appear with an incorrect group. Click 'Change' on the far right side of the bar to re-select the correct volunteer site or group.

Add an 'Impact' under your profile.

- 2 Search for the organization you volunteered with and complete the page form.

Where did you create the following Impact?

Your experience ratings and notes are a way to discuss the quality of each visit with our office staff.

Sharing and Privacy Settings

Let others know about your engagement

Select: All | None

Please select the groups you want to share with

Go to [My Groups](#) to update settings

You can share your service with campus groups!

A screenshot of the 'Add Impact' form. It includes fields for Date (Start Date, End Date), Impact Type & Measurement (Time, Hours), About Your Experience (Rate your experience, Review, Reflection and Feedback), Personal Notes, and Attachments. The form is partially filled out with example data.

Be sure the date and time spent at your volunteer site is correct.

Add photos from your experience, but only with permission!

- 3 Be sure the page form is complete, and correct, before clicking 'Add Impact' to confirm your service hours.

Add Impact