Logging Community Service Hours

Newport High School
First:
- Log into your Naviance Account
Scroll down to the bottom of the page.
Click on x2VOL
Click on “Add Hours”
Click On “Create New”
Fill out all areas

If this is an activity you do more than once, select this box so it’s easier to fill out next time.
Select an interest

**Interests** *(Please select the interest that best describes the activity you performed)*

- Humanitarianism
- Faith-based
- Environmental
- Government
- Educational

**Activity Contact**
- Name
- Phone
- Email Address

**Verification**
The contact specified here will receive a verification request through the email address you've provided. The contact will verify that the service hours claimed for this event are accurate. (Remember that this information may also be audited.)
Fill out these areas

**Claim Hours** *(Date that you performed the service.)*

If you volunteered multiple days for the same activity, please enter the TOTAL amount of hours and select the most recent date volunteered. You can provide the dates/date range in the Description section at the top of this page. If you have been instructed to provide one entry per date please do so.

<table>
<thead>
<tr>
<th>Date</th>
<th>Hours</th>
<th>Minutes</th>
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**Reflections**
Make sure to select these two options

Submit ☺