



## INSTRUCTIONS FOR LOGGING HOURS IN THE HOBY L4S WEBSITE

### WHAT?

**Leadership for Service (L4S)** is a national community service program for HOBY Alumni. It was specifically designed to raise the public's awareness that young people are a community resource for problem-solving, volunteerism, and leadership.

### WHO?

For HOBY Alumni who care about their community and want to give back. HOBY challenges Alumni to complete 100 or more volunteer service hours and to log those hours in our [L4S website](#) or the HOBY app for recognition and special opportunities. (*The HOBY app is available in the Apple App Store or Google Play.*)

### WHEN & WHERE?

In your own community (or where you see the need), and immediately following your seminar. Alumni have two chances to meet the L4S challenge: 1) the summer following the seminar through your junior year, and 2) the summer after your junior year through your senior year. Each opportunity is one year long.

### WHY?

***Because it feels good to do good!*** And by meeting our 100+ hours L4S challenge, you receive a HOBY recognition packet, as well as the President's Volunteer Service Award. L4S challenge winners are also exposed to special HOBY scholarship opportunities.

### QUICK LINKS TO INSTRUCTIONS

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### LOGGING IN TO THE L4S WEBSITE

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1. **Obtain your username and password.** This information is emailed to you within a day or two of completing your seminar. Go check your email right now.
  - A. **Yes, I have it!** [Good. Go to step 2.]
  - B. **No, I can't find it.** [Bummer. You'll need to request the information – see below.]

Email [L4S@hoby.org](mailto:L4S@hoby.org) with the following:

    - i. Subject: L4S Login Request
    - ii. Your full name
    - iii. Date of birth
    - iv. Complete name of high school & high school city
2. Go to the L4S website at <https://reg.hoby.org/HOBYL4S/login.aspx> or download the HOBY App in the Apple Store or Google Play. (Directions contained in this document are for logging hours on the website.)
3. Enter your Username and Password.
4. Click Log In, and then you're in!

## UPDATING/KEEPING YOUR INFORMATION CURRENT

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1. Click Update Your Information.
2. Confirm or edit your email address. (Ensure your email is one you can access anytime and outside of school.)
3. Change your password to one you can remember.
4. Select a security question and enter an answer.
5. Confirm or edit all the remaining information we have for you on this page by clicking Edit in each section.
6. Be sure to save all your changes!

### Hobyman Alumni 's Leadership for Service

<b>7</b> Projects to Date	<b>225.75</b> Service Hours to Date	<b>100</b> Annual Service Goal	<b>4000</b> Lifetime Service Goal	<a href="#">+ Add a New Project</a>
				<a href="#">⊙ Log New Hours</a>
				<a href="#">🎯 Create a New Service Goal</a>
				<a href="#">👤 Update Your Information</a>

### Account

<b>2</b> <a href="#">✎ Edit</a>	Email: L4S@hoby.org
<b>3</b> <a href="#">✎ Edit</a>	Password: *****
<b>4</b> <a href="#">✎ Edit</a>	Security Question: What is your favorite movie? Answer: *****

### Personal

<b>5</b> <a href="#">✎ Edit</a>	Name: Hobyman Joe Alumni IX
	Maiden: Jane M Smith
	Birthday: 1/27/1970
	Gender: M
	Ethnicity: Caucasian

## LOGGING YOUR SERVICE PROJECTS

Volunteer service hours must be logged within a Service Project(s). Service Projects contain all the details for HOBY to categorize and validate your service hours, like the organization's name, location, and contact. When creating a Service Project, you can edit the "start date" and "end date" based on if the project is ongoing (i.e. bi-weekly, weekly, monthly, etc.).

1. On the Home Page, click Add a New Service Project.

Hobyan Alumni 's Leadership for Service

7 Projects to Date    225.75 Service Hours to Date    100 Annual Service Goal    4000 Lifetime Service Goal

+ Add a New Project  
Log New Hours  
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Update Your Information

2. Complete all the information for your Service Project. Please ensure the accuracy of all the information entered.

### 2 Add a Service Project

All fields required

Project Name:   
A brief title for the project

Description:   
If your service project takes place outside of the United States, use the space in the description box to clarify where it took place and provide any foreign contact numbers.

Start Date:

End Date:

Location:   
For example: The 1st Street Park, Main Street Elementary School, etc.

City:

State:

Supervising Contact:   
Enter all adult supervising contact information. This will be used by HOBY to verify your service hours.

Contact Email:

Contact Phone:

3. Follow the instructions to select a Service Area and Service Category.
4. Click Add Service Area.
5. Now click Add Project to save all the information.

Project Services Areas and Categories

**3** Your project must have at least one service area, select from the dropdowns and click the 'Add Service Area' link below. \*NOTE: You must click Add Service Area first, then click Add Project, to save the project.

Service Area: Environment & Climate Change

Service Category: Conservation

**5** Add Service Area

**6** Add Project Cancel

### ADDING HOURS TO SERVICE PROJECTS

Adding hours is how your Service Project(s) become eligible for the President's Volunteer Service Award. It also eliminates additional data entry when performing volunteer hours for the same organization.

## Hobyman Alumni 's Leadership for Service

7	225.75	100	4000	
Projects to Date	Service Hours to Date	Annual Service Goal	Lifetime Service Goal	

**1** [Log New Hours](#)

[+ Add a New Project](#)

[Create a New Service Goal](#)

[Update Your Information](#)

1. On the Home Page, click Log New Hours.
2. Select the Service Project from the dropdown options.
3. Enter all the information.
4. Click Add Hours. (Enter additional Service Projects and Volunteer Hours as needed.)

Add Project Hours

All fields required

\* Project: Beach Clean Up **2**

Service Hours:

Service Date:

Description:

**4** Add Hours Cancel

Hint: You must create your project before adding hours to it. [Add a New Project](#)

After entering your hours, your newly recorded hours are reflected in two places:

5. The Total Hours for the Service Project, and
6. The Total Service Hours to Date on the Home Page.

**Beach Clean Up** [Add Hours](#) | [View Hours](#) | [Edit Project](#) | [Delete](#)

Spent the day with the Preserve Santa Monica organization picking up litter and removing recyclable items from trash bins.

Santa Monica Beach  
Santa Monica, CA

Contact  
Sunshine Navarro Shively  
818-851-3980

Dates  
1/31/2016 - 1/31/2016

**5** Total Hours  
6.00

Service Area  
Environment & Climate Change - Conservation

**Hobyman Alumni's Leadership for Service**

**7** Projects to Date

**6** 231.75 Service Hours to Date

100 Annual Service Goal

4000 Lifetime Service Goal

+ Add a New Project

Log New Hours

Create a New Service Goal

Update Your Information

## EDITING A SERVICE PROJECT

Projects are sorted chronologically by date (oldest on top to most recent at the bottom). You may need to edit your Service Project if: a) the project becomes continuous; therefore, you will need to change the dates; or b) you made any mistakes entering information (e.g. the contact's phone number, the service area, etc.).

1. In the Projects tab on the Home Page, find your Service Project and click Edit Project.

**Beach Clean Up** [Add Hours](#) | [View Hours](#) | [Edit Project](#) | [Delete](#)

Spent the day with the Preserve Santa Monica organization picking up litter and removing recyclable items from trash bins.

Santa Monica Beach  
Santa Monica, CA

Contact  
Sunshine Navarro Shively  
818-851-3980

Dates  
1/31/2016 - 1/31/2016

Total Hours  
0

Service Area  
Environment & Climate Change - Conservation

2. Make the necessary changes in the Service Project section.
3. Click Save.

## VIEWING HOURS IN A SERVICE PROJECT

Viewing hours in a service project allows you to see how many hours you logged each time you volunteered.

1. In the Projects tab, find the service project and click View Hours.

**Beach Clean Up** [Add Hours](#) | [View Hours](#) | [Edit Project](#) | [Delete](#)

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Total Hours  
6.00

Service Area  
Environment & Climate Change - Conservation

2. Your project will appear with all your hours for that project listed at the bottom. (You may have more individual hours than what is exemplified.)
3. At this point, you may also do any of the following:
  - a. Add hours to your Service Project (follow directions in the section [Adding Service Hours](#))
  - b. Edit the Service Project (follow directions in the section [Editing a Service Project](#))
  - c. Delete the Service Project by clicking Delete.

Your Service Projects [Add a New Project](#)

**Beach Clean Up** 
[a](#) [b](#) [c](#)  
 Add Hours | Edit Project | Delete

Spent the day with the Preserve Santa Monica organization picking up litter and removing recyclable items from trash bins.

Santa Monica Beach  
Santa Monica, CA

Contact  
[Sunshine Navarro Shively](#)  
818-851-3980

Dates  
1/31/2016 - 1/31/2016

Total Hours  
6.00

Service Area  
Environment & Climate Change - Conservation

**2** Hours Logged for "Beach Clean Up"

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Date: 1/31/2016  
Hours: 6.00  
Activity: Picked up litter and recycled items from trash bins.

[Edit Hours](#)  
[Delete Hours](#)

## DELETING A SERVICE PROJECT OR VOLUNTEER HOURS

1. In the Projects tab, find the service project and click:
  - a. Delete to delete the project; or
  - b. Delete Hours to delete the hours you've listed for your project.

*Note that you must delete all your volunteer hours first before you can delete an entire Service Project.*

Your Service Projects [Add a New Project](#)

**Beach Clean Up** 
[a](#)  
 Add Hours | Edit Project | Delete

Spent the day with the Preserve Santa Monica organization picking up litter and removing recyclable items from trash bins.

Santa Monica Beach  
Santa Monica, CA

Contact  
[Sunshine Navarro Shively](#)  
818-851-3980

Dates  
1/31/2016 - 1/31/2016

Total Hours  
6.00

Service Area  
Environment & Climate Change - Conservation

Hours Logged for "Beach Clean Up"

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Date: 1/31/2016  
Hours: 6.00  
Activity: Picked up litter and recycled items from trash bins.

**b** [Edit Hours](#)  
[Delete Hours](#)

## FAQs

### **What do I get for completing 100+ hours of service?**

There are three levels of awards based on the number of qualified hours served and logged in the L4S system:

- Bronze: 100-174 hours in one year
- Silver: 175 to 249 hours in one year
- Gold: 250+ hours in one year
- President's Call to Service Award: 4,000 lifetime total

Your awards packet will reflect the level you achieved and will include:

- A certificate of recognition from HOBY.
- A letter from HOBY's CEO to College Admissions Officers verifying your service hours.
- A congratulatory letter from the President of the United States.
- A certificate of recognition from the President of the United States.

You have until July 1<sup>st</sup> the year following your seminar to complete the challenge. For example, if you completed the seminar in June 2014, you have until July 1, 2015 (12 months) to complete the challenge. The one-year limit is required by the [President's Volunteer Service Award](#). L4S packets are processed shortly after the July 1<sup>st</sup> deadline and will be received by October of the same year.

### **What are additional benefits to completing the challenge?**

1. **A chance to earn a scholarship:** Annually HOBY provides three \$1,000 college scholarships for the alumni class that just completed their junior and senior years of high school. To be eligible for consideration, you must complete a minimum of 250 hours of service that made a measurable impact on a community issue and log your hours into the Leadership for Service online system or App by 7/1.
2. **A chance to be honored at the annual HOBY Awards Dinner and Gala:** The HOBY Outstanding Young Alumni Award was created to recognize and honor HOBY alumni, ages 25 and under, for their accomplishments and service. The winners of the award have distinguished themselves as a leader among their peers and in their community. Recipients are recognized at the New York (May) or Los Angeles (Oct) Albert Schweitzer Awards Dinner.

### **Are there any community service activities that Alumni cannot do for liability reasons?**

As a general rule, HOBY Alumni should not do community service activities that pose a potential risk of harm to them. Higher risk activities such as cleaning highways, participating in sporting events and engaging in significant physical activities are not recommended.

### **What activities qualify as community service?**

Community service is any altruistic service in which you donate your time and energy without monetary or other benefits. Any service for which you are mandated, paid, or provided gifts are not considered community service. Your service should affect your life and enhance the quality of life in your community. The range of possible community service activities is limitless. These are a few examples:

- Coordinate HOBY Community Leadership Workshops (CLEWs)
- Tutor elementary school students in reading and math
- Serve as a volunteer camp counselor for disabled children
- Read stories to seniors in retirement communities
- Volunteer at AIDS service organizations
- Coordinate car washes for local charities
- Serve on the board of a homeless shelter

HOBY also encourages you to go beyond doing community service to leading community service projects such as a CLeW. CLeWs are one-day workshops for high school freshmen designed to spark student leadership through leadership-building activities and motivational speakers. CLeWs are an excellent vehicle for rallying young people to do community service.

### **Has HOBY developed a guide that simply explains how to coordinate a CLeW event?**

Yes! Please be in touch with your HOBY site to get started. Click [here](#) to find your state, and then click on your seminar site to get contact information.

### **Do HOBY CLeWs require school board approval?**

HOBY seeks to obtain an endorsement of the CLeW program as a legitimate service learning opportunity from the National Association Secondary School Principals. This endorsement should help CLeW organizers meet any challenges relating to school board/school approval.

### **What do I do after I've completed my hours for the award?**

Keep volunteering and keep logging more hours! At HOBY, we want to instill the value of lifelong service and leadership. Also, did you know you have a second opportunity to earn the awards packet during your senior year? After the July 1<sup>st</sup> L4S deadline following your junior year, you have another year (from July 2 to July 1) to earn a second awards packet. Will you surpass your previous level?

And finally, there is no time limit to complete the President's Call to Service Award for 4,000 lifetime service hours. As long as you log your hours on our L4S website, we'll keep them safe and submit them again once you've reached 4,000 hours. Good luck!