



How to Submit Community Service Hours

1. Log in to your **FACTS** account.
2. Find and click **Web Forms** located on the left menu.
3. A list of Web Forms will appear on the right side of your screen. Select, **Community Service Form**.
4. When the Community Service Form appears, begin entering the required information.
5. Under **Organization Name and Type of Service Completed**, enter the name of your service organizations as well as a very brief description of the service completed. (Example: *Daily Bread Soup Kitchen, Served Food*)
6. Enter your total number of hours completed at your service location. Hours may be cumulative from multiple visits to your service location.
7. Enter the date(s) of your completed service. This may be a single date or a date range. (Example: *August 1, 2020 or August 1 – 12, 2020*)
8. Provide a name and contact information for a supervisor from your service location.
9. When finished, check the box confirming that your information is accurate and click, **Save**. Your hours will be added to your FACTS profile within 48 hours of submission.

