Gaston College Give 50 for 50 Community Service Challenge
Service Hour Guidelines

Below are general guidelines for tracking your Give 50 for 50 Service Hours.

1. **Create an account** by entering a user name (e.g., your email address) and a password of your choosing.

2. **Log your volunteer hours for each individual organization benefiting from your service.**
   - Hours should be logged separately for each organization for which you work. Hours are logged in half-hour increments. Click on the number of hours you worked.
   - Enter the date on which you worked.
   - Select the organization from the drop-down menu or add another organization.
   - Add notes about your volunteer work (optional).

3. **Gaston College employees** may not work volunteer hours during their college work hours. Volunteer hours must take place outside of work hours or during vacation time.

4. **Teams** may volunteer for this program. One member of the team should be responsible for creating a Username and password for the team and for logging in the team’s hours. Advise the program administrator, Linda Vespa (vespa.linda@gaston.edu), of the names of the team members.

5. **Eligible service hours include hours spent in service to any unmet community need in any location.** The activity must provide a direct benefit for a non-profit entity or a group of underserved individuals. The service should be in Gaston or Lincoln County, but service in any location counts.

6. **The start date for eligible hours is September 1, 2014.** All hours must be worked and logged in by May 1, 2015.

7. **Service hours provided for the benefit of labor unions, partisan political organizations, or religious activities do not qualify.** If the service is provided to the community through these organizations, the volunteer hours count. If the service is provided to the organization or its cause, the service hours do not count. For example, ushering at church serves the religion and its followers, so the hours spent ushering will not count. However, if the church collects school supplies and hosts a Back-to-School bazaar and giveaway, the hours spent organizing, collecting, and disseminating the supplies all count. Log them!
8. **Direct service hours obviously count but so do hours you spend organizing, planning, or publicizing a service event.** For example, if you organize a 5k race event, count all hours you spent planning, emailing, writing, calling, posting fliers, and/or setting up the event, as well as the actual event hours if you are present. As long as the meeting or work pertains to service and its execution, log the hours!

The most important factor in determining an activity’s qualification is whether it serves an unmet need in the community. The goal of these guidelines is not to exclude any meaningful service, but rather to provide a very basic framework for understanding service. If you feel an important service doesn’t meet these guidelines or if you have any questions, please contact us at vespa.linda@gaston.edu.