

GIVEBACK

How-To Guide

Registering

Go to www.uttyler.edu/community

At the very bottom of the page you will see the heading: More Information. Under this is information about the GiveBack program.

Click the “register” link to become a registered member of the program.

Tracking Hours

Go to www.uttyler.edu/community

At the very bottom of the page you will see the heading: More Information. Under this is the information about the GiveBack program.

Click on the “GiveBack” logo to open up the form to log your service hours.

Complete this form and we will keep a running total of all of your service activities.

The last few questions of the form will ask you if you would like to apply your hours to your student organization(s) and classes.

*Example: If you complete three hours of community service with the East Texas Food Bank on your own and not as a class project or student organization event, you can still count them. When you fill out the form say that you would like for your hours to be counted for any and all student organization that you are involved in. **You can select more than one student org.***

Hours that are completed as part of a service-learning course can only count for that course and not student organizations.

Requesting Reports

You will need to email leadserve@uttyler.edu to request reports. Please note that it could take a few days to compile the information, but we will get it for you!

As a student, you can request your personal report. If you are an authorized representative of a student organization, you can also request a report for all of your members.

Faculty/Staff

You can request a full report for your class(es) or the student organization(s) you’re an advisor for.