How to Enter Community Service Hours
On Volunteer Match

In support of our value of Community Advocacy, all Gateway students are required to fulfill at least 100 community service hours in order to graduate. We recommend that students pace themselves by earning 25 hours/year, but students are free to earn their hours as they wish as long as all are completed and **logged on Volunteer Match by May 1 of their graduation year.**

Instructions for Students New to Volunteer Match

1) Go to https://www.gatewaypublicschools.org/

2) Go to "For Families" or "For Students" in the upper right-hand corner. Select "Gateway High School."

3) Under "Quick Links" on the left-hand side, select "Volunteer Match." You may want to bookmark this page if you have a computer at home.

4) In the upper right-hand corner, click "Register/Sign In."

5) Click "Register Now" Enter your entire Gateway email (Example: 19joycem@gatewayhigh.net), then confirm email by entering it a second time.

6) Fill out the sections about you. For the password, enter your Gateway password, then type again to confirm.

7) Agree to Volunteer Match Terms and Conditions. This will send you to the volunteer match site and your personal profile page.

8) Click on "Add New Activity" in red box. Enter Gateway High School for organization and fill in all information.

9) Scroll down and click on "Track Hours" next to Gateway High School 94115**.**

10) On this page: Describe your volunteer duties and responsibilities, how you've impacted others, and how you've grown as a result of the experience; be as specific as possible.

11) If you want to add more hours for the same organization, click on middle icon at top of page on right-hand side. Fill in boxes— you do not have to answer questions again.

12) If you want to add more hours for a different organization, repeat process steps #8-10 by clicking on "Add New Activity" in red box.

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Instructions for Returning Students

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1) Go to https://www.gatewaypublicschools.org/

2) Go to "For Families" or "For Students" in the upper right-hand corner. Select "Gateway High School."

3) Under "Quick Links" on the left-hand side, select "Volunteer Match." You may want to bookmark this page if you have a computer at home.

4) In the upper right-hand corner, click "Register/Sign In." Sign in using your Gateway email and password.

5) Click on "Add New Activity" in red box. Enter Gateway High School for organization and fill in all information.

6) Scroll down and click on "Track Hours" next to Gateway High School 94115.

7) On this page: Describe your volunteer duties and responsibilities, how you've impacted others, and how you've grown as a result of the experience; be as specific as possible.

8) If you want to add more hours for the same organization, click on middle icon at top of page on right-hand side. Fill in boxes— you do not have to answer questions again.

9) If you want to add more hours for a different organization, repeat process steps #8-10 by clicking on "Add New Activity" in red box.

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Questions? Ask your Advisor or classmates in Advisory.

You may also email the Community Service Coordinator at community_service@gatewayhigh.org.

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Community Service Hours Guidelines

- Must not be paid work or credit-bearing, such as being a TA or doing an internship
- Should serve the community outside of your home (e.g. not babysitting a sibling)
- Aim to earn 25 hours a year beginning in August of 9th Grade.
- All hours need to be logged on Volunteer Match in order to be considered.

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