YOUR GUIDE TO UPLOADING AND SUBMITTING COMMUNITY SERVICE IMPACTS

For more information, please contact:
Ms. Carolyn R. Snell at csnell@claflin.edu or
Ms. Tonyetta S. McDaniel at tonyetta.mcdaniel@claflin.edu
**What is GivePulse?**

GivePulse is a nation-wide platform that is used for logging volunteer opportunities and recording what type of impact students are having on the community. Additionally, it allows instructors, organizations, and agencies to verify and report collective impacts, activities, reflections, and engagement with the community. GivePulse is mobile-friendly, and it is also a downloadable app in the appstores (supporting both iOS on iTunes and Android on Google Play).

**Steps to Join www.givepulse.com**

**STEP 1: Where to Go**

Use the following URL: www.givepulse.com

Mobile Apps: Use the following
Apple or Google Play Store Search: GivePulse (blue icon)

**STEP 2: Home page**

![Home page](image)

**STEP 3: Sign-in/Sign-up Options**

Click Sign Up in the top right corner
- Sign up using your Claflin University email
STEP 4: The Profile

Complete basic profile to include:
- First Name
- Last Name
- Zip Code
- Email (Use Your Claflin University Email Address ONLY)
- Password

Agree to Terms of Service

Check I'm not a Robot

Click Create Account
STEP 5: Account Created Successfully

You will be redirected to this webpage once you have successfully completed an account.

STEP 6: Join the Claflin University Group

Select Get Involved in the top right corner.

STEP 7: Select Group

Switch from Events to Groups.
STEP 8: Turn on Filter

Make sure that the filter is set to: within 20 miles of 29115

STEP 9: Search Claflin University

Search: Claflin University

Once the icon appears, select Claflin University.

STEP 10: Successfully Joined the Claflin University Group

You will be redirected to this webpage once you have successfully completed an account.
All community service projects/activities, must be approved by the Office of Career Development. Prior to completing community service with any instructor or organization on or off campus, please ensure that the project has been approved by the Office of Career Development.

STEP 11: Logging Your Community Service

To log your community service activity, select add impact.

**Please note** that if you do not add your impact through the Claflin University Group, your hours will not appear on the semester report for grading.

STEP 12: Join the Claflin University Group

- Enter your start and end date for the impact/activity
- Enter the amount of hours earned from participating in the impact/activity. This section will always be measured in time/hours.
- **MANDATORY:** Rate your experience and type your reflection. This is a brief 2-3 sentences telling us about your experience participating in this event. You **WILL NOT** receive credit for your impact, if a reflection is not submitted.
- Attach all supporting document including screenshot confirmations for impacts
- Make your impact private? Select No
- Click add Impact

***Please Note***

Your Verifier for GivePulse.com is Ms. Tonyetta McDaniel
STEP 12: Impact Added Confirmation

You will be redirected to this webpage once you have added your impact successfully.