GivePulse Instructions

GivePulse is the <u>official </u>community engagement platform to track community service hours across the University and search for volunteer opportunities with local community partners. It is an online network of students, faculty, staff and community partners that connects the University members to service opportunities in the community. Everyone with a La Verne email has access to GivePulse on the MyLaVerne portal.

Accessing GivePulse

1. Go to the MyLaVerne portal
2. Click on the GivePulse link located in the left navigation panel under Quicklinks
3. Activate your profile by completing the required information
4. The first page you will see is the University's dashboard with a collage and University logo
    a. This page displays all the University's "subgroups" including the LVE 305 classes, student groups (clubs), people (ULV students, faculty, staff administration) and community partners volunteer opportunities
5. To track your LVE 305 class community service hours, go to the top right corner to **My Activity**
    a. Click on **My Activity**
    b. Go to **Class**, and click on your LVE 305 class
    c. Proceed to Add Impact and fill in the information required to track the service hours
    d. Choose "Time" as the measurement, since you are volunteering your time
    e. Rate your experience and write a short reflection.
        i. You can return to it for future reference when you write your essay at the end of the semester

The community partner will receive a notification email to verify your service hours, as well as your instructor.

6. **Service Transcript Summary**

At the end of the semester, provide your instructor with the Service Transcript Summary of your required 20 hours of unpaid community service
    a. Click on your Name located on the top right corner
    b. Scroll down and click on Summary to generate your Service Transcript Summary
    c. The Service Transcript Summary can be downloaded for future references AND it can help you with your resume.

7. **To track service hours, not associated with an LVE 305 course**
    a. Click on the green "Add Impact" button
    b. Fill in the information required to track the service hours
    c. Choose "Time" as the measurement, since you are volunteering your time
    d. Rate your experience and write a short reflection

GivePulse is a great tool to track your service/ volunteering hours. For assistance with GivePulse, contact the Office of Civic and Community Engagement at engagement@laverne.edu or call us at 909-448-1553.