

Alumnae Chapter – Register Service Hours

Purpose

The Register Service Hours action is utilized following the conclusion of a service event hosted and/or attended by alumnae chapter members through organized efforts.

It is not a requirement for alumnae chapters to register their service hours. Alumnae chapters may find it helpful to use the report export function to easily prepare for and submit their Alumnae Order of the Crescent (AOOC) packet. Additionally, alumnae chapters may like to have historical documentation of alumnae chapter activities. Creating this report allows for the information to be safely stored in Beta Base.

Officer Responsible

While each alumnae chapter’s structure may vary, the following officers may be tasked with submitting funds raised through philanthropic efforts:

- Philanthropy Chairwoman
- Programming Chairwoman
- Vice President
- President

Overview

Action	Due Date	Pathway	Special Note
Register Service Hours	Within 30 days of event	Beta Base > Chapter Reporting > Activities > Actions > Register Service Hours	<ul style="list-style-type: none"> • This report is not required as part of the Good Standing process. • This report is helpful for AOOC and other alumnae award submissions.
Print/Save Completed Report	Within 30 days of event	Beta Base > Chapter Reporting > Activities > Reports > Service Hours Report	

Instructions

Action One: Register Service Hours

1. Open the Register Service Hours action via Beta Base.
 - a. Beta Base > Chapter Reporting > Chapter Activities > Reports > Service Hours
2. Select the date range in which the event was held and click the green Continue button.
 - a. 2023-24 references to the fiscal year date range, August 1, 2023, to July 31, 2024.
 - b. If the service hours were obtained on April 22, 2024, you would select 2023-24.
3. Input the following information into their corresponding report fields:
 - a. Month of Reported Service
 - b. Service Hours
 - i. Total number of volunteers multiplied by the number of hours worked



- c. Number of Organizations Served
 - d. Organization(s) That was Served.
4. Girls on the Run (GOTR) service hours ask two additional questions; please complete them if applicable.
 - a. Name of members who served as GOTR coaches.
 - b. Names of GOTR running buddies
5. Select the green Continue button.
6. Review your submission and scroll to the bottom of the back to validate the report.
 - a. Type the first name, last name and date exactly as shown in the corresponding fields.
 - b. When the field has been properly filled in, you will see a green line appear under it.
 - c. Select the green Continue button.

Action Two: Print/Save Completed Report

1. Open the Register Service Hours report via Beta Base.
 - a. Beta Base > Chapter Reporting > Chapter Activities > Reports > Service Hours Report
2. Select the report you wish to export. If more than one report exists, use arrows to locate the report needed.
3. Save Report.
 - a. Click the disk image and select the file type you would like the report to export as.
 - b. The most common way to export this report is as a PDF.
4. Print for Records.
 - a. Click the printer image and follow the prompts on your computer for printing.