

ST. VINCENT - ST. MARY HIGH SCHOOL CHRISTIAN SERVICE HOUR DOCUMENTATION PROCEDURE:

In an effort to simplify and facilitate the Christian service documentation process, STVM is now using a platform called x2VOL--which is accessible through students' Naviance accounts.

Through x2VOL, students are able to record hours and have their hours verified electronically by a designated supervisor. Once hours are verified they will be reviewed by Mrs. Spinner--STVM Service Hours Coordinator for approval. Furthermore, students will have immediate, on demand access to record, view, and print completed service hours through their x2VOL account. Students can review volunteer submissions, see whether hours have been verified and accepted, respond to requests for additional information from Mrs. Spinner, and print a transcript of their completed hours. Students are also able to upload images and documents to supplement their service entry.

Accessing x2VOL for the FIRST TIME:

(Follow these four steps!--)

PLEASE READ ALL FOUR STEPS BEFORE YOU START!

Step 1: Login to Naviance Account

Access the Naviance login webpage at: naviance.com

If a student forgets their login credentials or is having issues accessing their account, they should speak with their [SCHOOL COUNSELOR](#).

Hint: STVM zip code is 44303

Click on St. Vincent - St. Mary High School

Step 2: Click the x2VOL Link on Naviance Homepage

Once the student accesses their Naviance account, a link to x2VOL can be located under the index bar on the right hand side of the page (blue/purple box). The x2VOL link is located under the "Resources" heading.

Step 3: Complete x2VOL Student Registration

Clicking the x2VOL link will direct students to the Student Registration page of x2VOL. Students will need to complete the registration process before accessing their x2VOL account. Students should complete all information fully and accurately.

Step 4: Review Groups and Goals

Students have been pre-assigned to groups and goals in x2VOL based on their grade level. Ex: Class of 2019; 2020; 2021; or 2022. **DO NOT PUT IN A PASSWORD.**

DO NOT CHANGE THE ADDRESS OR PHONE NUMBER. Continue to proceed through the personal information. (No need to do the interest survey)

Click on COMPLETE REGISTRATION.

SUBMITTING SERVICE HOURS in x2VOL:

(You will follow these directions every time you enter service hours!)

Step 1: Access x2VOL Account

Students can access their x2VOL account through several different platforms. First, students can access x2VOL through their Naviance account (see steps above).

Students can also login to the x2VOL account using your same sign in:

www.x2VOL.com

Step 2: Click 'Add Hours' link found under 'Common Tasks' heading

A list of common tasks is located on the dashboard once a student is signed in to x2VOL. By clicking on the 'Add Hours' link, students are directed to their activity log.

Step 3: Click 'Create New' button located under the 'Personal Projects' section

On the 'My Activity Log' webpage students should click the 'Create New' button. This will direct students to the 'Create a Personal Project Page.'

Step 4: Complete the form on the 'Create a Personal Project' page in its entirety

- **Activity Name:** Should be name of non-profit organization
- **Project Description:** Should include a description of the work the student completed and relevant information about the organization. Do not assume that Mrs. Spinner has knowledge about an organization or what it does. The more information you provide, the faster the approval process will be. Hours will be denied if not enough information is included.
- **Activity Contact:** You must include the full name, phone number, and direct email address of the site supervisor/leader of the service project you completed. This is the only way that hours can be verified. Unverified hours will not be approved by Mrs. Spinner. It is the responsibility of the student to ensure the correct phone number and e-mail address are recorded. Students should

communicate with supervisors that a verification email will be sent to the given email address and this is how the recorded hours will be verified.

- **Claim Hours:** Enter the date the hours were completed AND the number of hours. If you volunteered multiple days for the same activity, please enter the TOTAL amount of hours and select the most recent date you volunteered. Be sure to provide the dates/date range in the Description box at the top.
- **Reflection:** This is optional. You will however be required to write a reflection paper in Theology class at the end of the school year.
- **Apply Hours to Goal(s):** Select the goal where you would like the hours to be recorded. (Ex: Class of 2022)
- **Check the “oath” box:** It is found underneath your goal.
- **Click 'Submit':** An email will be sent to the supervisor you listed under activity contact. Once the hours have been verified by the supervisor, Mrs. Spinner will review the hours for approval.

Helpful Hints:

- All service hours completed at STVM will use the school phone number: 330.253.9113

ALL Student Ambassador hours and the I-Promise School Opening:

Ruby Kofsky

rkofsky@stvm.com.

330.253.9113

Summer Gym/I-Promise School moving furniture:

STVM/I-Promise

Mary Howard

mhoward@stvm.com

330.253.9113

Summer Youth Camps and I-Promise volunteering with your team:

STVM (ex: football) I HAVE ATTACHED A LIST OF COACHES/EMAILS.

Coach's name

Coach's email

330.253.9113

- Please note: It is the responsibility of the student to follow-up with the Activity Contact to request verification of hours.
- If you have any additional questions or need assistance, please contact Mrs. Spinner at cspinner@stvm.com

or stop by her classroom--Room 233!

The x2VOL App for your phone is coming soon! Stay tuned for more details!

Sport	Coach		Personal Email Address	STVM Email:
Principal	Robert Brownfield		rb@stvm.com	rb@stvm.com
Athletic Director	Willie McGee		wmcgee@stvm.com	wmcgee@stvm.com
Assistant Athletic Director	Carley Whitney		cwhitney@stvm.com	cwhitney@stvm.com
FALL SPORTS				
Football	Bobby Nickol		rnickol@stvm.com	rnickol@stvm.com
Boys Soccer	Michele Jagodzinski		coachjagsstvm@gmail.com	boysoccer@stvm.com
Girls Soccer	Jud Hartman		jhartman@stvm.com	girlssoccer@stvm.com
Boys Golf	Jim Currie		jcurrie@sbcglobal.net	boysgolf@stvm.com
Girls Golf	Robert Brown		brown2940@att.net	girlsgolf@stvm.com
Girls Volleyball	Christine Walker		Christine.Walker@thors.com	girlsvolleyball@stvm.com
Boys Cross Country	Dan Lancianese		dlancianese@stvm.com	dlancianese@stvm.com
Girls Cross Country	Dan Lancianese		dlancianese@stvm.com	dlancianese@stvm.com
Cheerleading	Courtney Coykendall		stvmcheerservicehours@gmail.com	
Girls Tennis	Stephen Donahue		sjd333@aol.com	girlstennis@stvm.com
WINTER SPORTS				
Boys Basketball	Dru Joyce		jdjoyce@frontier.com	boysbasketball@stvm.com
Girls Basketball	Carley Whitney		cwhitney@stvm.com	girlsbasketball@stvm.com
Boys Bowling	Eddie Swejk		edswejk@gmail.com	boysbowling@stvm.com
Girls Bowling	Crissy Kolarik		crissy217@aol.com	girlsbowling@stvm.com
Gymnastics	Tiko Gviniashvili		tinatingvin@gmail.com	gymnastics@stvm.com
Wrestling	Harry Lester		hlester@stvm.com	hlester@stvm.com
Cheerleading	Courtney Coykendall		cheer@stvm.com	cheer@stvm.com
SPRING SPORTS				
Baseball	Anthony Boarman		aboarman@stvm.com	aboarman@stvm.com
Softball	Nick Dadich		nickdadich@yahoo.com	softball@stvm.com
Boys Track	Dan Lancianese		dlancianese@stvm.com	dlancianese@stvm.com
Girls Track	Dan Lancianese		dlancianese@stvm.com	dlancianese@stvm.com
Boys Tennis	Steve Donahue		sjd333@aol.com	boystennis@stvm.com
Boys Lacrosse	Ryan Drought		rdrought.2@gmail.com	boyslacrosse@stvm.com
Girls Lacrosse	Michael Paxton		paxtonm1520@sbcglobal.net	girlslacrosse@stvm.com

Strength and Conditioning	Bryan Williams		bwilliams380@gmail.com	bwilliams1@stvm.com
Athletic Trainer	Brian Knight		bknight@stvm.com	bknight@stvm.com