

LiNK TO GET INVOLVED

Cougar Link

*Managing Your Organization's
Community Service Hours*



COUGARLiNK

<http://cougarlink.kean.edu>

Updated 7/28/15



Cougar Link:

Managing Your Organization's Community Service Hours

1. Redesigned Cougar Link
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 - b) What Type of Service Hours Should Be Submitted?
 - c) My Service Hours Screen
 - d) Manage Organizational Service Hours Screen
 - e) Processing Organizational Service Hour Submissions
 - f) Entering Member Service Hours

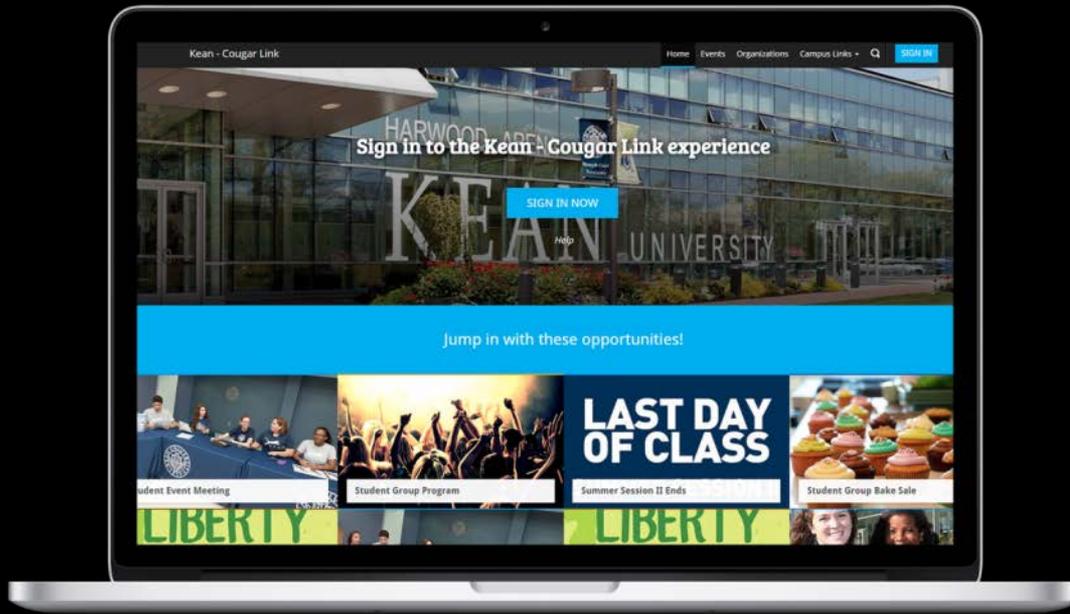


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Responsive Design



COUGARLiNK

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Public View



COUGAR LINK HOMEPAGE



COUGARLiNK

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Cougar Link Homepage

Home Events Organizations Campus Links SIGN IN

Sign in to the Kean - Cougar Link experience

SIGN IN NOW

Jump in with these opportunities!

Student Events Meeting Student Group Program Student Interest Group Student Group Bake Sale

LIBERTY HALL FARM LIBERTY HALL FARM

Liberty Hall Farm Information Student Events Meeting Liberty Hall Farm Information Transfer Student Orientation

Not sure where to start in Kean - Cougar Link?

Choose an option to jumpstart your experience

Find an Organization Find an Event My Touchpoint

corq

Get the details
From start time to ticket info get all of the details you need to know about your next adventure.

Find your way
Corq will bring you right to the door of an arena whether it's a bike ride, road trip, or across the country.

Share your experience
Get your friends involved by posting cards that you are excited about to your favorite social media site.

Get it on Google play Download on the App Store

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COUGARLINK

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Cougar Link Homepage

OPPORTUNITY BOARD

Jump in with these opportunities!

- Student Event Meeting
- Student Group Program
- Summer Session II Ends
- Student Group Bake Sale
- Liberty Hall Farm Volunteers
- Liberty Hall Farm Volunteers
- Transfer Student Orientation

CORO

corq

Get the details
From start time to ticket info get all of the details you need to know about your next adventure.

Find your way
Corq will bring you right to the door of an event whether it's a bike ride, road trip, or across the country.

Share your experience
Get your friends involved by posting events that you are excited about to your favorite social media site.

Get it on Google play | Download on the App Store

QUICK ACCESS

Not sure where to start in Kean - Cougar Link?
Choose an option to jumpstart your experience!

- Find an Organization
- Find an Event
- My Involvement

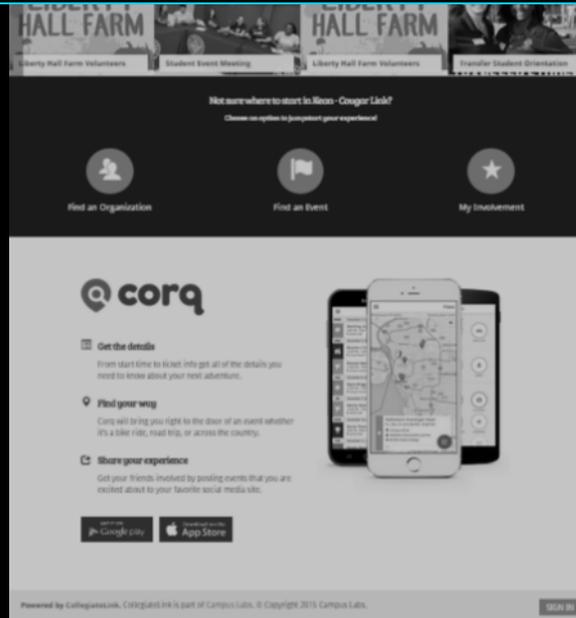
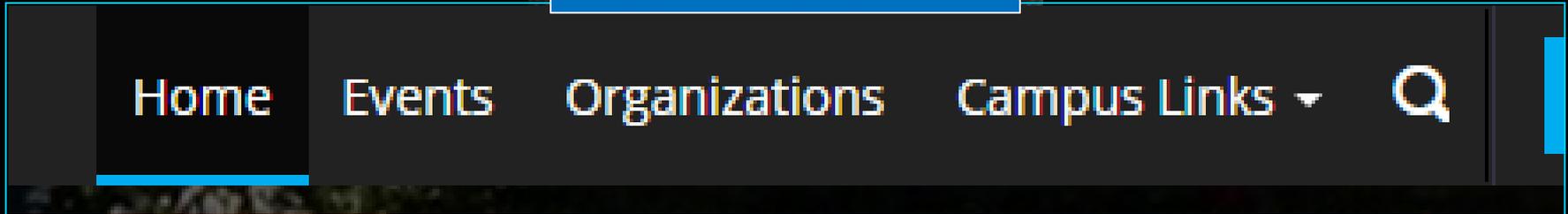
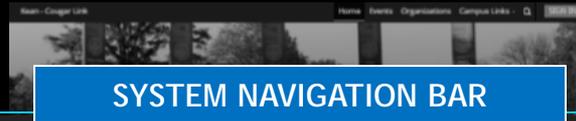


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Cougar Link Homepage

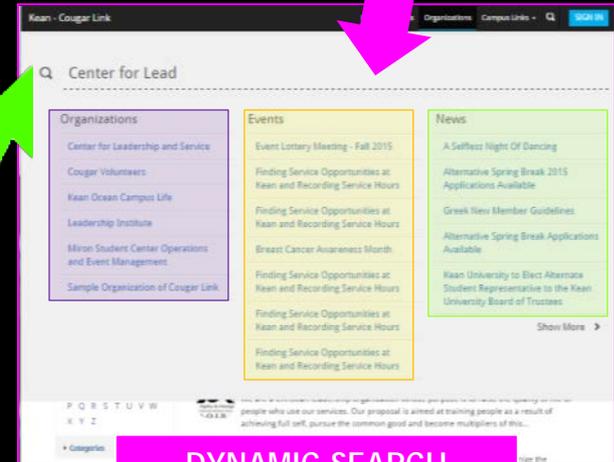
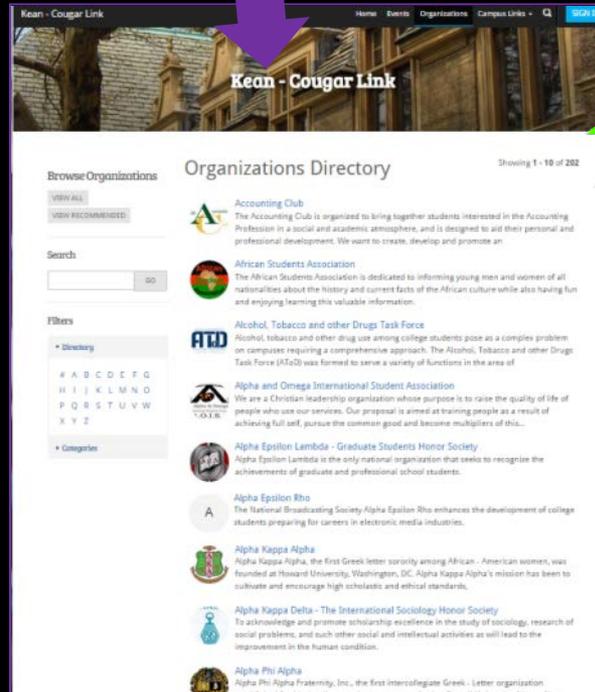
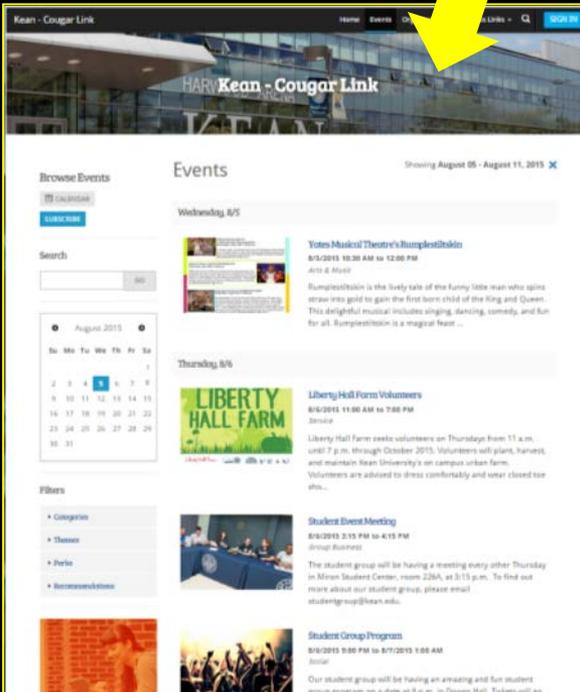
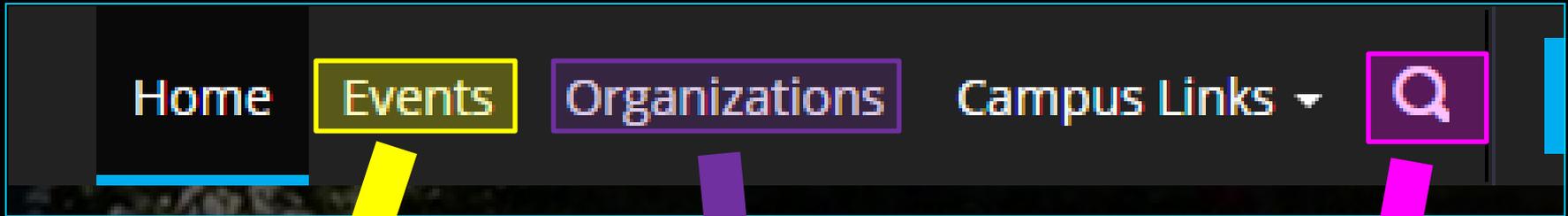


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Cougar Link Navigation Bar

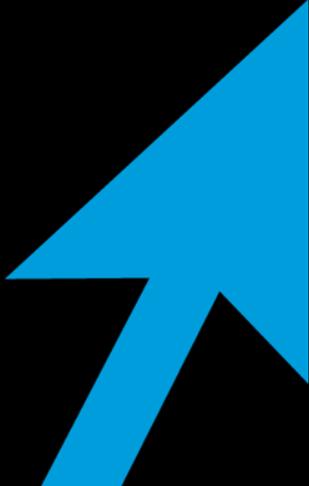


DYNAMIC SEARCH



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**SIGNING IN TO COUGAR LINK
AND LOGGED IN VIEW**

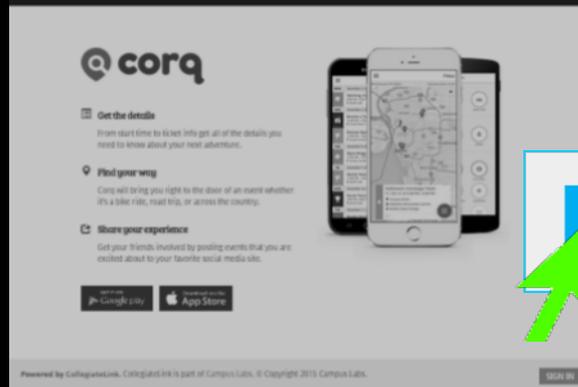
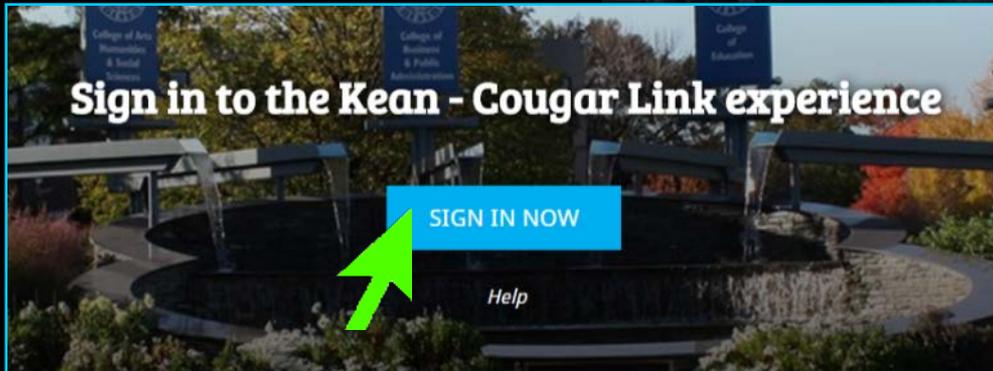
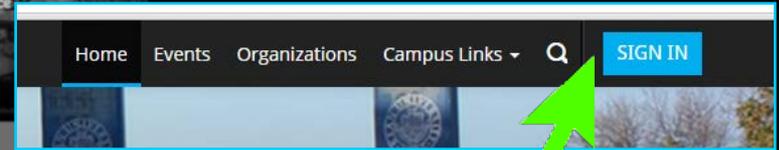


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Signing In To Cougar Link



COUGARLINK

<http://cougarlink.kean.edu>

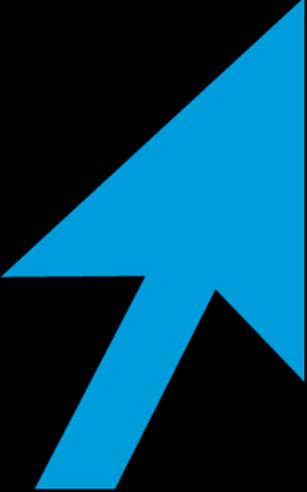


Signing In To Cougar Link

- Enter your Kean Google username (without “@kean.edu”) and password
- Click “Sign In”

The screenshot shows the Kean University login interface. At the top left is the Kean University seal, followed by the word "KEAN" in a large, blue, serif font. Below this is the tagline "WORLD-CLASS EDUCATION" in a smaller, blue, sans-serif font. The main content area is a white box with a light blue border. Inside, it says "Enter your institution information to sign in." followed by two input fields: "Username" with the text "cougark" and "Password" which is empty. Below the fields is a green "Sign in" button and a blue link for "Need Help?".





NAVIGATING TO YOUR ORGANIZATION'S PAGE



COUGARLiNK

<http://cougarlink.kean.edu>



Logged In Homepage

Kean - Cougar Link Home Events Organizations Curriculums Campus Links Administration Kean®

Kean - Cougar Link

My Organizations [See all my Organizations](#)

There are over 202 ways to get involved. Start your next adventure.

[DISCOVER A NEW ORGANIZATION](#)

Curriculum Progress [See all](#)

Student Group Leadership Training 2015-2016 Requirement

Jump in with these opportunities!

Student Event Meeting Student Group Program Summer Session 13 Ends Student Group Bake Sale

LIBERTY HALL FARM LIBERTY HALL FARM LIBERTY HALL FARM Transfer Student Orientation

News [See all News](#)

A Selfless Night Of Giving
By Jordan Cahill

Greek Senate overachieved its goal at Kean Dance Marathon raising over \$25K! Written by: Michael Dumaine and Gaelle Giles Staff Writers...

[Read More](#)

Meet The New Growth Executive Board
By Jordan Cahill

Out with the old and in with the new! Written by: Gaelle Giles, Staff Writer on The Cougars Byline On March 23, 2015

[Read More](#)

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My Organizations

MY ORGANIZATIONS



My Organizations

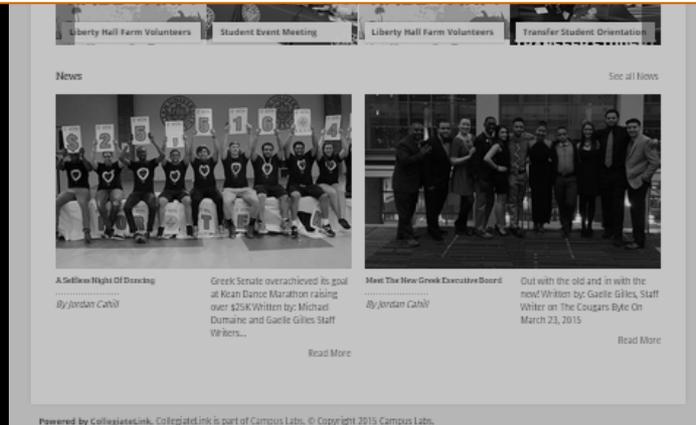
See all my Organizations



There are over 20 ways to get involved.
Start your next adventure.

DISCOVER A NEW ORGANIZATION

Organization Leaders can access their organization by selecting it from "My Organizations" or clicking "See all my Organizations"



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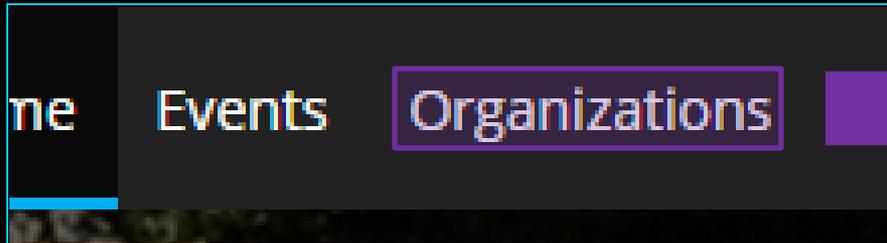


COUGARLINK

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Organizations Directory



Organizations Directory Showing 1 - 10 of 202

Browse Organizations
VIEW ALL | VIEW RECOMMENDED

Search
 GO

Filters
• Directory
A B C D E F G H I
J K L M N O P Q R S
T U V W X Y Z
• Categories

Register a New Organization

- Accounting Club**
The Accounting Club is organized to bring together students interested in the Accounting Profession in a social and academic atmosphere, and is designed to aid their personal and professional development. We want to create, develop and promote an
- African Students Association**
The African Students Association is dedicated to informing young men and women of all nationalities about the history and current facts of the African culture while also having fun and enjoying learning this valuable information.
- ATOD**
Alcohol, tobacco and other drug use among college students pose as a complex problem on campuses requiring a comprehensive approach. The Alcohol, Tobacco and other Drugs Task Force (AToD) was formed to serve a variety of functions in the area of
- Alpha and Omega International Student Association**
We are a Christian leadership organization whose purpose is to raise the quality of life of people who use our services. Our proposal is aimed at training people as a result of achieving full self, pursue the common good and become multipliers of this...
- Alpha Epsilon Lambda - Graduate Students Honor Society**
Alpha Epsilon Lambda is the only national organization that seeks to recognize the achievements of graduate and professional school students.
- Alpha Epsilon Rho**
The National Broadcasting Society Alpha Epsilon Rho enhances the development of college students preparing for careers in electronic media industries.
- Alpha Kappa Alpha**
Alpha Kappa Alpha, the first Greek letter sorority among African - American women, was founded at Howard University, Washington, DC. Alpha Kappa Alpha's mission has been to cultivate and encourage high scholastic and ethical standards.
- Alpha Kappa Delta - The International Sociology Honor Society**
To acknowledge and promote scholarship excellence in the study of sociology, research of social problems, and such other social and intellectual activities as will lead to the improvement in the human condition.
- Alpha Phi Alpha**
Alpha Phi Alpha Fraternity, Inc., the first intercollegiate Greek - Letter organization established for black college students, was organized at Cornell University, Ithaca, New York, in 1906. The fraternity was born out of a desire to promote close
- Alpha Phi Sigma National Criminal Justice Honor Society**
Alpha Phi Sigma, the National Honor Society for Criminal Justice, is dedicated to recognizing and promoting excellence in the study and practice of criminal justice, fostering integrity, professionalism, and creative performance, & promoting scholarship.

1 2 3 4 5 Next

Organization Leaders can also navigate to their organization using the Organizations Directory by selecting "Organizations" from the system navigation menu at the top.





Navigating the Organizations Directory

Organizations can be found by:

- Searching for keywords
- Applying filters:
 - Directory (Alphabetical)
 - Categories
 - Cultural Organization
 - Fraternity
 - Funded Group
 - Governmental Group
 - Greek Organization
 - Etc...

The screenshot shows the 'Browse Organizations' page. At the top, there are two buttons: 'VIEW ALL' and 'VIEW RECOMMENDED'. Below that is a 'Search' section with a text input field and a 'GO' button. Underneath is a 'Filters' section. The 'Directory' filter is expanded, showing an alphabetical index from # to Z. The 'Categories' filter is collapsed.



Leader View



ORGANIZATION PAGE

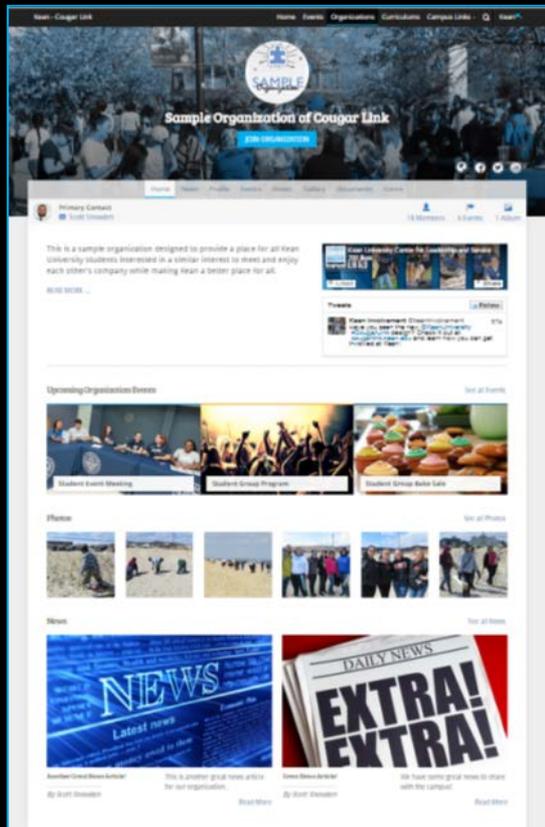


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Organization Page

Prospective Member View



Member & Leader View



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Organization Page: No Activity

Prospective Member View

This screenshot shows the website from a prospective member's perspective. The header includes navigation links for Home, Events, Organizations, Curriculums, and Campus Links. The main content area features the organization's logo, name, and a 'JOIN ORGANIZATION' button. Below this is a 'Primary Contact' section for Scott Swenden, with 18 members, 6 events, and 1 album. A description states: 'This is a sample organization designed to provide a place for all Kean University students interested in a similar interest to meet and enjoy each other's company while making Kean a better place for all.' A 'Tweets' section shows a tweet from 'Kean Involvement Development' dated 22 Jul. The footer notes the site is powered by CollegiateLink.

Leader View

This screenshot shows the website from a leader's perspective. The header is identical to the prospective member view. The main content area features a 'Primary Contact' section for Scott Swenden with a row of member avatars. Below this is a large white box with the text 'Nothing coming up. Start planning.' and a 'SUBMIT AN EVENT' button. A second white box contains the text 'No news isn't great news, go out and make it happen!' and a 'WRITE AN ARTICLE' button. On the right side, there are sections for 'Tweets by KeanInvolvement' and 'Discussion' with a 'Kean Cougar' profile and a 'POST' button.



Organization Page

The screenshot shows the organization page for 'Sample Organization' on the Kean - Cougar Link website. The page features a navigation menu at the top with options like Home, Events, Organizations, Curriculums, and Campus Links. The main content area includes a large cover photo, the organization's logo, and its name. Below this is a navigation menu for the organization itself, listing options like Home, News, Profile, Events, Roster, Gallery, Documents, Forms, and Service Hours. A primary contact, Scott Snowden, is listed. A membership preview shows several members. The page also displays upcoming organization events, such as a Student Event Meeting and a Student Group Program. On the right side, there are social media feeds for Facebook and Twitter. The page is annotated with several callouts: 'ORG COVER PHOTO' points to the main image; 'ORG LOGO' points to the organization's logo; 'ORG NAME' points to the organization's name; 'ORG SOCIAL MEDIA LINKS' points to the social media icons; 'ORG NAVIGATION MENU' points to the organization's navigation bar; 'ORG PRIMARY CONTACT' points to the contact information for Scott Snowden; 'ORG MEMBERSHIP PREVIEW' points to the member avatars; 'ORG UPCOMING EVENTS' points to the event listings; 'ORG FACEBOOK FEED' points to the Facebook feed; and 'ORG TWITTER FEED' points to the Twitter feed.



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Organization Page

The screenshot shows the organization page layout. At the top, there are two photo thumbnails: 'Student Event Meeting' and 'Student Group Program'. Below these are sections for 'Photos' and 'News'. The 'Photos' section has a green callout box 'ORG PHOTOS FROM GALLERY' over a row of photo thumbnails. The 'News' section has a red callout box 'ORG NEWS' over a row of news article thumbnails. On the right side, there is a 'Tweets' section with a tweet from 'Kean Involvement' and a 'Discussion' section with a post input field and a red callout box 'ORG DISCUSSION & ANNOUNCEMENT WALL'.

LEAD * SERVE * LEARN

Student Event Meeting Student Group Program

Photos See all Photos

ORG PHOTOS FROM GALLERY

News See all News

ORG NEWS

Another Great News Article! This is another great news article for our organization. Great News Article! We have some great news to share with the campus! By Scott Snowden Read More Read More

Tweets Follow Kean Involvement @keaninvolvement 23 Jun Have you seen the new @KeanUniversity #CougarLink design? Check it out at cougarlink.kean.edu and learn how you can get involved at Kean! Expand

Discussion Kean Cougar Type Your Post Here... POST

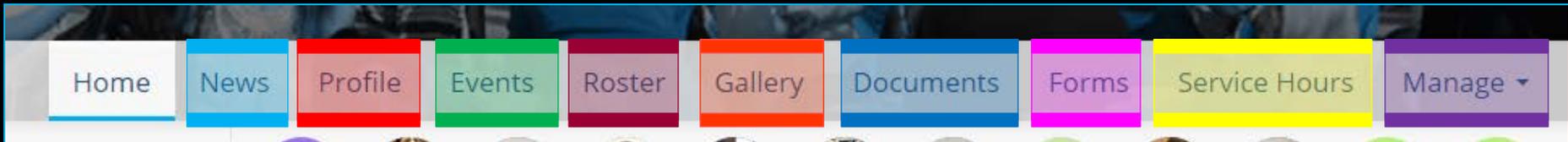
ORG DISCUSSION & ANNOUNCEMENT WALL

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Organization Menu



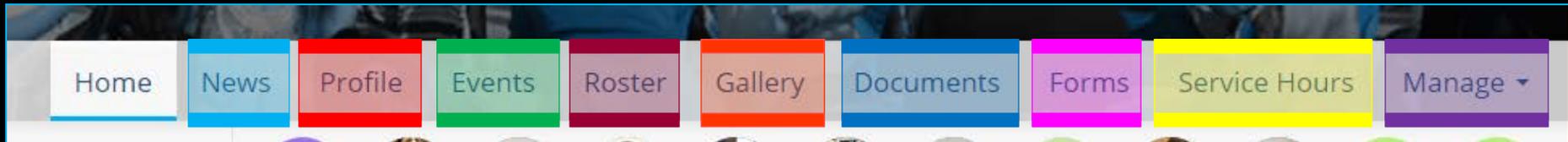
- **News**
 - View organization news
 - Create an organization news article
- **Profile**
 - View full organization profile
 - Edit organization profile, contact information, external website and social media links and profile picture
 - Detailed contact information for advisor and executive board members
- **Events**
 - View upcoming and past event list
 - View events calendar
 - Connect calendar through RSS or iCal feed
 - Manage events (view or cancel events)
- **Roster**
 - View full organization roster
 - View organization executive board and leadership
 - Message members by creating email relays or through SMS text messages
 - *Manage roster*
 - *Edit positions of members*
 - *Message members*
 - *End memberships to remove former members*
 - *Invite people to join*
 - *Approve prospective members*
 - *Create and manage positions and user permissions*

Items italicized in light blue are only available to users with President, Secretary and/or Primary Contact position user permissions





Organization Menu



- **Gallery**
 - View organization photo albums
 - Upload organization photos
 - Edit photo captions or remove photos
- **Documents**
 - View organization constitution
 - View organization documents (newsletters, brochures, etc...) and paper forms
 - Upload organization documents
- **Forms**
 - Access online forms to complete
 - Create and edit online forms
 - Manage (approve or deny) online form submissions
- **Service Hours**
 - Submit your personal service hours to the organization for approval
 - View your personal approved, denied and pending service hours for the organization for the given time range
 - *Manage service hours to view all approved, denied and pending service hours for the organization for the given time range*
 - *Manage service hours by approving or denying member service hour submissions*
 - *Submit service hours on behalf of organization members for automatic approval*
- **Manage**
 - *Select and edit organization interests that will allow users to be matched with the organization*
 - *Upload and edit organization cover photos*

Items italicized in light blue are only available to users with President, Secretary and/or Primary Contact position user permissions



Organization Administration



SERVICE HOURS

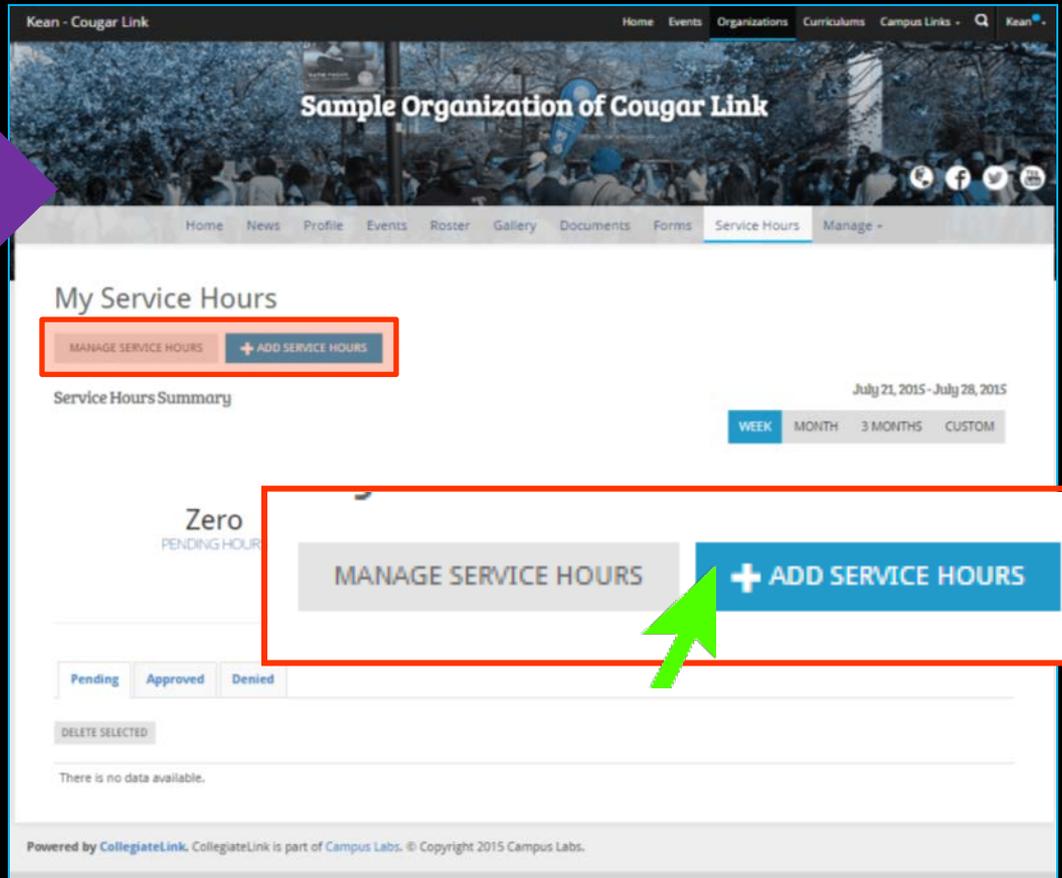
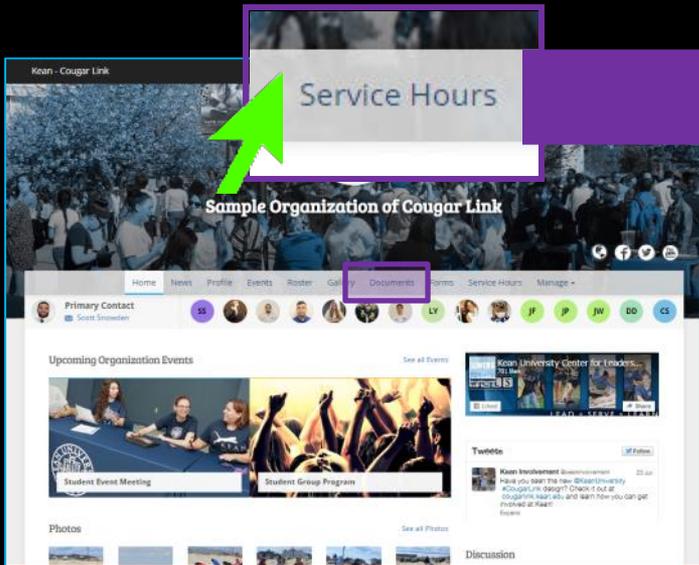


COUGARLiNK

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Adding Your Service Hours





What Type of Service Hours Should Be Submitted?

8-Question Community Service Hour Credit Checklist

When submitting service hours for inclusion on your Co-Curricular Transcript through Cougar Link, consider all of the following questions:

1. Was the service activity officially sponsored, hosted, endorsed, approved or organized by Kean University through one of its offices, departments, schools, colleges or officially recognized student clubs or organizations at the time of the service activity?
 - **IF YES:** Your service hours may be eligible for credit. Continue to question 2.
 - **IF NO:** Your service hours are **NOT** eligible for credit. Do **NOT** record your service hours.





What Type of Service Hours Should Be Submitted?

2. Did the service activity violate any institutional, local, state or federal laws, statutes, ordinances, policies, procedures or guidelines including, but not limited to Student Code of Conduct?
 - IF YES: Your service hours are **NOT** eligible for credit. Do **NOT** record your service hours.
 - IF NO: Your service hours may be eligible for credit. Continue to question 3.

3. Was a considerable amount of time dedicated to the service activity? Service hours should be recorded for at least 30 minutes or more.
 - IF YES: Your service hours may be eligible for credit. Continue to question 4.
 - IF NO: Your service hours are **NOT** eligible for credit. Do **NOT** record your service hours.





What Type of Service Hours Should Be Submitted?

4. Does the activity, at least, moderately assist a non-profit organization (ex: educational organization or institution, religious organization, charity, foundation, social welfare or advocacy organization, hospital, etc..) in fulfilling its public service mission or goals? Kean University, as an institution of higher education, falls within the category of a non-profit organization.
 - IF YES: Your service hours may be eligible for credit. Continue to question 5.
 - IF NO: Your service hours are **NOT** eligible for credit. Do **NOT** record your service hours.

5. Does the activity contribute to bringing about positive (social) change or address a societal issue, perceived or actual?
 - IF YES: Your service hours may be eligible for credit. Continue to question 6.
 - IF NO: Your service hours are **NOT** eligible for credit. Do **NOT** record your service hours.





What Type of Service Hours Should Be Submitted?

6. Were you compensated or motivated monetarily or academically to serve? Did you receive pay or an honorarium as a result of your service? Were you required to serve as a course requirement?
 - IF YES: Your service hours are **NOT** eligible for credit. Do **NOT** record your service hours.
 - IF NO: Your service hours may be eligible for credit. Continue to question 7.

7. Was your service required as a result of a student conduct sanction, judicial sentence or court order?
 - IF YES: Your service hours are **NOT** eligible for credit. Do **NOT** record your service hours.
 - IF NO: Your service hours may be eligible for credit. Continue to question 8.





What Type of Service Hours Should Be Submitted?

8. Have you met all of the criteria to continue through questions 1 through 7?
 - **IF YES:** Your service hours are eligible for credit. You may record your service hours in Cougar Link.
 - **IF NO:** Your service hours are **NOT** eligible for credit. Do **NOT** record your service hours.

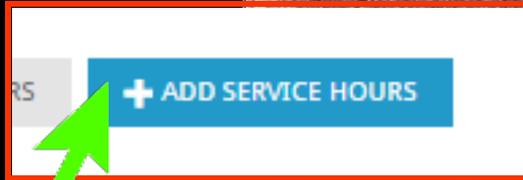
To ensure the integrity of the Co-Curricular Transcript and to maintain the quality of service hours, it is important that students follow this 8-question checklist *prior* to submitting their service hours.

Additionally, organization leaders have an obligation to enforce the standards set for approving their members' service hours.





Add Your Service Hours



Kean - Cougar Link Home Events Organizations Curriculums Campus Links - Q Kean

Sample Organization of Cougar Link

Home News Profile Events Roster Gallery Documents Forms Service Hours Manage -

Add Service Hours

* Organization
Sample Organization of Cougar Link

* Description

* Date * Hours * Minutes

Verification Contact

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Add Your Service Hours

By default, when service hours are added through an organization page, the service hours will be credited to that organization. For a user to enter hours under a different organization, they must go to that organization or submit their hours through "My Involvement"

When complete, select "CREATE" to submit your service hours for approval to the organization. The organization's President, Secretary and/or Primary Contact have the access to approve service hours.

Sample Organization of Cougar Link

Hours

* Organization

Sample Organization of Cougar Link

* Description

The service hours description should be the name of the service project.

* Date

* Hours

* Minutes

Verification Contact

coordinator@servicegroup.org

CREATE

CANCEL

Enter the exact date of the service project and the total number of hours and minutes. If the project is multiple dates, an entry must be added for each date. Organization leaders should provide their members with the correct number of hours and minutes to enter.

Members should enter the name and/or email address of the verification contact for the service project.

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My Service Hours

Kean - Cougar Link Home Events Organizations Curriculums Campus Links - Q Kean

Sample Organization of Cougar Link

Home News Profile Events Roster Gallery Documents Forms Service Hours Manage -

My Service Hours

MANAGE SERVICE HOURS + ADD SERVICE HOURS

Service Hours Summary July 21, 2015 - July 28, 2015

WEEK MONTH 3 MONTHS CUSTOM

3h 0m PENDING HOURS 1h 15m APPROVED HOURS Zero DENIED HOURS

Date	Description	Duration	Verification Contact
7/28/2015	Test Service Hours	3:00	cls@kean.edu

Showing 1 - 1 of 1

My Service Hours allows each member to track their service hours for that particular organization.



My Service Hours

Kean - Cougar Link Home Events Organizations Curriculums Campus Links - Kean

Sample Organization of Cougar Link

Home News Profile Events Roster Gallery Documents Forms

My Service Hours

MANAGE SERVICE HOURS + ADD SERVICE HOURS

Service Hours Summary

July 21, 2015 - July 28, 2015

WEEK MONTH 3 MONTHS CUSTOM

3h 0m PENDING HOURS 1h 15m APPROVED HOURS Zero DENIED HOURS

Pending Approved Denied

DELETE SELECTED

Date	Description	Duration	Verification Contact
7/23/2015	Test Service Hours	3:00	cls@kean.edu

To adjust the Service Hours Summary tallies, select Week, Month, 3 Months or enter a Custom date range

Users can monitor their pending, approved and denied service hours for a given time frame. By default, service hours are tallied for one week.

Pending, Approved and Denied hours are separated by tabs.



COUGARLINK

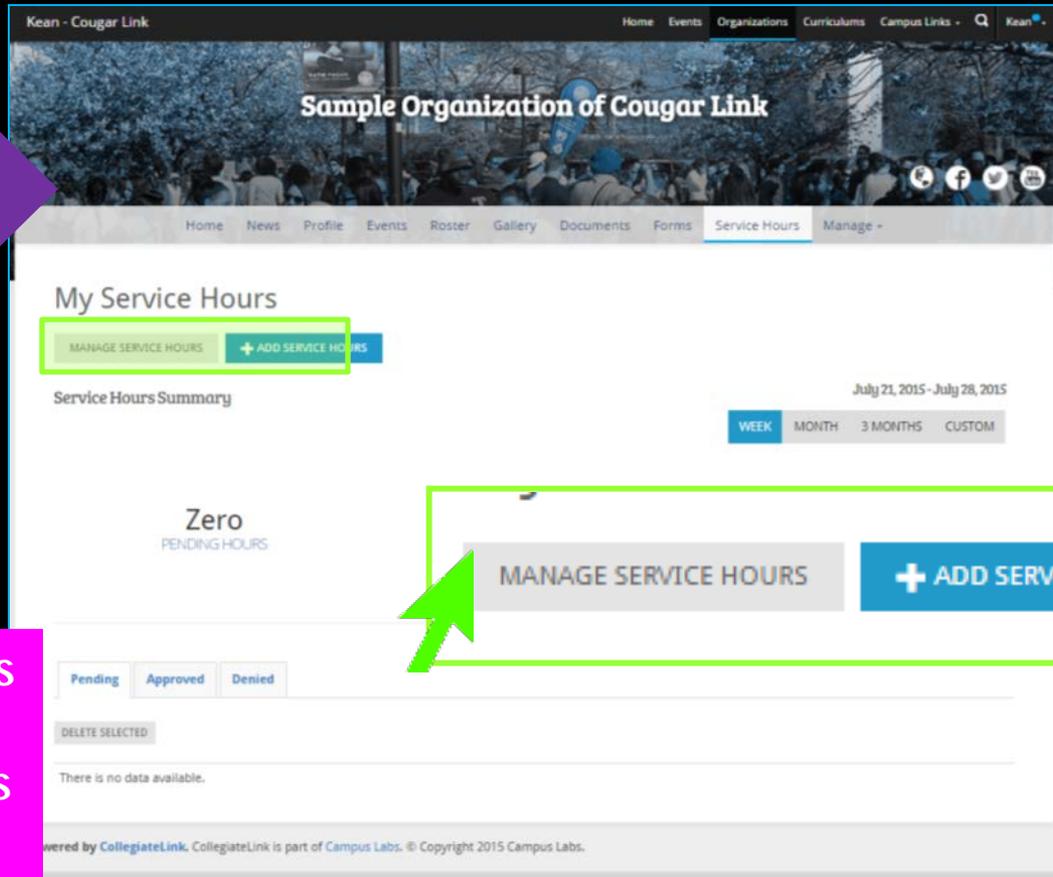
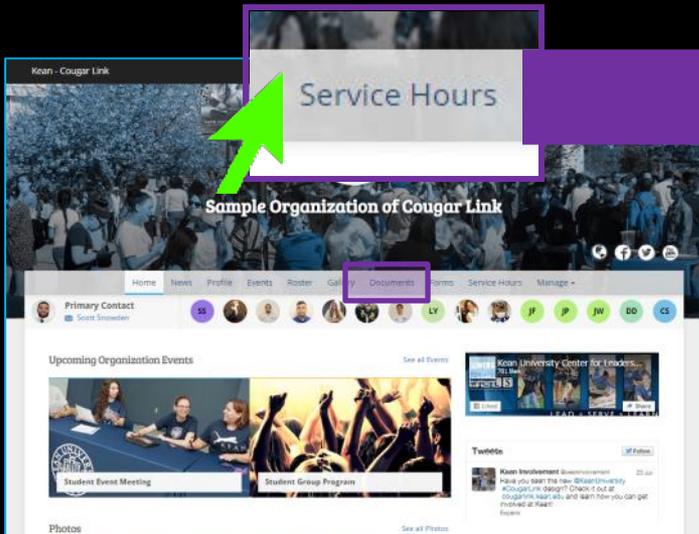
<http://cougarlink.kean.edu>

Managing Your Personal Service Hour Submissions

Icon	Function	Location
	Edit: Edit your service hour submission. Once edited, the submission may be resubmitted.	Pending and Denied Tab
	Resubmit: Resubmit your service hour submission without editing. The submission will be resubmitted as is.	Denied Tab
	Delete: Delete your service hour submission. This will completely remove your pending or denied service hour submission.	Pending and Denied Tab
	View: View your approved service hour submission record. This will allow you to see the record details, including who approved it and when it was approved.	Approved Tab



Manage Organizational Service Hours



Only Presidents, Secretaries and/or Primary Contacts have FULL ACCESS to access "Manage Service Hours"



COUGARLINK

<http://cougarlink.kean.edu>



Manage Organizational Service Hours

Kean - Cougar Link

Home Events Organizations Curriculums Campus Links - Q Kean

Sample Organization of Cougar Link

Home News Profile Events Roster Gallery Documents Forms Service Hours Manage -

Manage Service Hours

[+ ADD SERVICE HOURS](#)

Service Hours Summary July 21, 2015 - July 28, 2015

[WEEK](#) [MONTH](#) [3 MONTHS](#) [CUSTOM](#)

4h 15m
PENDING HOURS

1h 15m
APPROVED HOURS

45m
DENIED HOURS

[DELETE SELECTED](#) [Q](#)

Submitter	Date	Description	Duration	
<input type="checkbox"/> Kean Cougar	7/28/2015	Test Service Hours	3:00	Approve Deny
<input type="checkbox"/> Scott Snowden	7/27/2015	Sample Service Hours	1:15	Approve Deny

Showing 1 - 2 of 2

Manage Service Hours allows an organization leader (President, Secretary, and/or Primary Contact) to track their organization's combined service hours and process the organization members' service hour submission.



COUGARLINK

<http://cougarlink.kean.edu>



Manage Organizational Service Hours

Kean - Cougar Link

Home Events Organizations Curriculum Campus Links - Kean

Sample Organization of Cougar Link

Home News Profile Events Roster Gallery Documents Forms

Manage Service Hours

+ ADD SERVICE HOURS

Service Hours Summary

July 21, 2015 - July 28, 2015

WEEK MONTH 3 MONTHS CUSTOM

4h 15m	1h 15m	45m
PENDING HOURS	APPROVED HOURS	DENIED HOURS

Pending Approved Denied

DELETE SELECTED

Search

Date	Description	Duration	
8/2015	Test Service Hours	3:00	Approve Deny
7/2015	Sample Service Hours	1:15	Approve Deny

To adjust the Service Hours Summary tallies for the entire organization, select Week, Month, 3 Months or enter a Custom date range

Organization leaders (President, Secretary, and/or Primary Contact) can monitor their pending, approved and denied service hours for the entire organization for a given time frame. By default, service hours are tallied for one week.

Pending, Approved and Denied hours for all members are separated by tabs.





Processing Organizational Service Hour Submissions



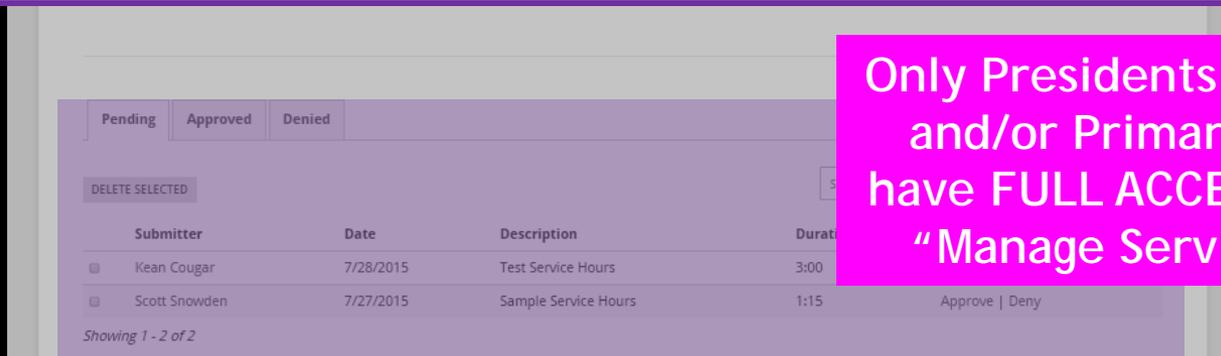
Pending Approved Denied

DELETE SELECTED

Search

Submitter	Date	Description	Duration	
<input type="checkbox"/> Kean Cougar	7/28/2015	Test Service Hours	3:00	Approve Deny
<input type="checkbox"/> Scott Snowden	7/27/2015	Sample Service Hours	1:15	Approve Deny

Showing 1 - 2 of 2



Only Presidents, Secretaries and/or Primary Contacts have FULL ACCESS to access "Manage Service Hours"



COUGARLINK

<http://cougarlink.kean.edu>



Processing Organizational Service Hour Submissions

Pending | Approved | Denied

Approve | Deny

DELETE SELECTED

Search

Approve Service Hour Record

Submitted By: Kean Coug
Submitted On: 7/28/2015 10:48 AM

Organization: Sample Organization of Cougar Link
Date: 7/28/2015
Description: Test Service Hours
Duration: 3:00
Verification Contact: cls@kean.edu

Comments

Prior to approving member service hour submissions, confirm that the 8-question checklist as been satisfied. Approved service hours become a part of a student's official Co-Curricular Transcript.

Comments are optional for approvals.

APPROVE CANCEL

Deny Service Hour Request

Submitted By: Kean Coug
Submitted On: 7/28/2015 10:48 AM

Organization: Sample Organization of Cougar Link
Date: 7/28/2015
Description: Test Service Hours
Duration: 3:00
Verification Contact: cls@kean.edu

Comments

Service hour submissions that do not meet the 8-question checklist, are incomplete, or are not associated with the organization MUST BE denied.

Comments are strongly encouraged to explain why service hours are denied.

DENY CANCEL





Processing Organizational Service Hour Submissions

Approved Service Hour Record

Service Hour Record

Submitted By Kean Cougar
Submitted On 7/27/2015 2:19 PM

Organization Sample Organization of Cougar Link
Date 7/27/2015
Description Sample Service Hours
Duration 1:15
Verification Contact cls@kean.edu

Approved
Reviewed By: Kean Cougar at 7/27/2015 10:28 PM

CLOSE

Reviewer's Name and Timestamp

Users will also receive email notices.

Denied Service Hour Record

Service Hour Record

Submitted By Kean Cougar
Submitted On 7/28/2015 11:08 AM

Organization Sample Organization of Cougar Link
Date 7/28/2015
Description Service Hours Test Denial
Duration 0:45
Verification Contact cls@kean.edu

Denied
Reviewed By: Kean Cougar at 7/28/2015 11:09 AM
Comment: Your hours have been denied. We do not have a record of your service. If you have verification, please resubmit your hours and provide the verification details.

CLOSE

Comment with Denial



COUGARLINK

<http://cougarlink.kean.edu>

Entering Member Service Hours

Kean - Cougar Link

Home Events Organizations Curriculums Campus Links - Q Kean

Sample Organization of Cougar Link

Home News Profile Events Roster Gallery Documents Forms Service Hours Manage -

Manage Service Hours

+ ADD SERVICE HOURS

Service Hours Summary

4h 15m
PENDING HOURS

1h 15m
APPROVED HOURS

+ ADD SERVICE HOURS

Pending Approved Denied

DELETE SELECTED Search Q

Submitter	Date	Description	Duration	
<input type="checkbox"/> Kean Cougar	7/28/2015	Test Service Hours	3:00	Approve Deny
<input type="checkbox"/> Scott Snowden	7/27/2015	Sample Service Hours	1:15	Approve Deny

Showing 1 - 2 of 2



Entering Member Service Hours

The screenshot shows the 'Add Service Hours' form on the Cougar Link website. The form is titled 'Add Service Hours' and is located under the 'Service Hours' tab in the navigation menu. The form fields are:

- * Organization:** Sample Organization of Cougar Link
- * Student Name:** [Empty text box]
- * Description:** [Empty text box]
- Verification Contact Name:** coordinator@servicegroup.org

At the bottom of the form, there are two buttons: 'CREATE' and 'CANCEL'. The footer of the page reads: 'Powered by CollegiateLink. CollegiateLink is part of Campus Labs. © Copyright 2015 Campus Labs.'

By Using the “Manage Service Hours > Add Service Hours” screen, organization leaders (President, Secretary, and/or Primary Contact) may enter service hours for organization members. Once submitted though this screen, service hours are automatically approved for the member indicated.



Entering Member Service Hours

Kean - Cougar Link

Home Events Organizations Contributions CampusLink Kean

Sample Organization

Home News Profile Events Roster Gallery

Enter Service Hours

* Organization
Sample Organization of Cougar Link

* Student Name

* Description

* Date
Select Date

* Hours

* Minutes

Verification Contact Name
coordinator@servicegroup.org

CREATE CANCEL

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By default, when service hours are added through an organization page, the service hours will be credited to that organization.

The service hours description should be the name of the service project that the member participated in.

When complete, select "CREATE" to submit the service hours for the member. The service hours are automatically approved.

Enter the name of the member you wish to credit service hours to. When the name begins to be typed, the member names will appear and can be selected. **ONLY CURRENT MEMBERS CAN BE SELECTED.**

Enter the exact date of the service project and the total number of hours and minutes that the member participated in. If the project was multiple dates, an entry must be added for each date, for each member.

Members should enter the name and/or email address of the verification contact for the service project.





Student Code of Conduct

VI. OFFENSES UNDER THE CODE

A. Integrity

Kean University students exemplify honesty, integrity and a respect for truth in all of their dealings. Behavior that demonstrates a lapse of integrity includes, but is not limited to:

1. Acts of dishonesty

- b) Forgery, alteration, or misuse of any Kean University document, record, or instrument of identification
- d) Causing, condoning, or encouraging the completion of any Kean University record, document or form dishonestly

3. Violations of positions of trust or authority (i.e., student employee, student leader, student athlete, student volunteer) within the community;

Student leaders that falsify or approve falsified student membership or service hours may be in violation of the Kean University Student Code of Conduct and may be subject to disciplinary action.





QUESTIONS?



COUGARLiNK

<http://cougarlink.kean.edu>



For More Information

- **Cougar Link Support**
 - cougarlink@kean.edu
- **Involvement Center**
 - Miron Student Center rm 303 - 908-737-5270
- **Center for Leadership and Service**
 - Miron Student Center rm 219 - 908-737-5170



COUGARLiNK

<http://cougarlink.kean.edu>



COUGARLiNK

<http://cougarlink.kean.edu>

EVENT & MEETING
INFORMATION

SERVICE HOUR
TRACKING

ONLINE CAMPUS
BULLETIN BOARD

CLUBS &
ORGANIZATIONS

CO-CURRICULAR
TRANSCRIPT

STUDENT
ELECTIONS