



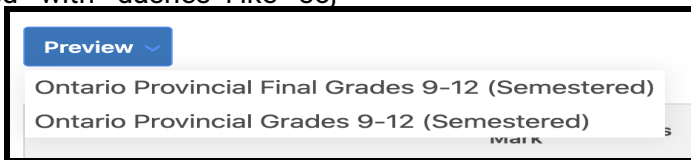
Recording Your Service Hours in *Hour Republic*

Smithville Christian High School has moved to a paperless method of recording community volunteer hours. Effective November 2020, all students who have not yet submitted community volunteer hours will begin submitting their hours via Hour Republic. Paper forms will only be accepted for those students in Grades 10 to 12 who have already begun submitting hours. Hour Republic makes it super easy to record your hours; just follow the steps below.

1. Make an account at <https://hourrepublic.com/registration/student>

You will need:

- your birth date,
- the school board (Select Independent/Private)
- the school (Look for Smithville Christian High School)
- your Ontario Education Number (OEN), which you can find on EDSBY by scrolling down past your present classes to REPORT CARDS, select VIEW REPORT CARD, followed by Preview(see below); select either of the two options below and look for your OEN at the top of your report card. It will be presented with dashes like so, 289-877-846. Enter your 9-digit OEN without the dashes into the OEN box in Hour Republic.



2. Click on the "volunteer" tab.
3. Enter the information (including email) for your volunteer service. *What is exciting is that Hour Republic has turned on e-Signatures for volunteer hours. This means you can enter the hours and info on a mobile device, and have a supervisor sign their touch screen on the spot!*
The how-to can be found here:
<https://faqs.hourrepublic.com/2018/11/27/e-signature-of-volunteer-hours/>
Be sure to "Send" to your supervisor. Your supervisor or host may respond with NO, YES, or REVISE. Once your supervisor hits YES, your hours are automatically recorded... and you're done.
4. Smithville Christian will upload your service hours from Hour Republic once or twice a semester and update your official school records. You don't need to do anything else except complete your 40 hours.

If you have questions or problems email info@charityrepublic.com or ask/email/message Mr. Wonder dwonder@smithvillechristian.ca