Submitting Your Individual Community Service Hours on C-Link

Office of Student Conduct & Community Engagement
956.326.2286
www.tamiu.edu/scce
Submitting Your Service Hours on C-Link

1. Go to tamiu.collegiatelink.net
2. Click on Log In
3. Log In

User name – only first part of @dusty.tamiu.edu account (i.e. juan.sanchez)
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If you are logging in for the first time, you will need to complete your profile.

If you are already part of an organization on C-Link, skip to Step # 7.

4. Once your profile is complete, click on Organizations.
Submitting Your Service Hours on C-Link

5. Find and click on TAMIU Trailblazers in the Organization Directory.

6. Click Join Organization.
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After membership is requested, you can continue once a confirmation message is received in your inbox.

7. Click on My Involvement.
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5. Click on Service Hours.

6. Enter all information.
   
a. Organization
   
b. Date
   
c. Description
   
d. Duration in $H:MM$ format
   
e. Verification Contact
   
f. Click Submit
Submission of Individual Community Service Hours

• Request for approval of hours must be submitted within thirty (30) days of the community service event.

• Be sure to indicate the name of the verification contact from the agency in which the hours were served.

• An individual can choose to split hours between multiple organizations they are involved with, but the individual may not claim all hours with multiple organizations.

  (For example, if an individual served 10 hours, they can choose to credit two organizations with 5 hours each.)
Now What?

- Hours will be approved when a Community Service Form is received from the organization and the organization’s participation is verified. ([https://tamiu.collegiatelink.net/form/start/12695](https://tamiu.collegiatelink.net/form/start/12695))

- If you are not part of a student organization and submitted service hours through TAMIU Trailblazers, hours will be approved once verification of earned hours is submitted to the Office of Student Conduct & Community Engagement. (Sample timesheet on next slide.)
Sample Timesheet

Timesheet can be found at the following link:
https://tamiu.collegiatelink.net/organization/TAMIUTrailblazers/documentlibrary
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