Submitting the Community Service Form on C-Link

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

- The Community Service Form must be submitted for approval within thirty (30) days of participation. This form is usually submitted by the Community Service Chair in your organization.

- Be sure to accurately fill in all fields and provide up-to-date contact information for the verification contact from the agency/organization in which the hours were served.
Submitting the Community Service Form on C-Link

1. Go to tamiu.collegiatelink.net

2. Click on Log In
Submitting the Community Service Form on C-Link

3. Log In

User name – only first part of @dusty.tamiu.edu account (i.e. juan. sanchez)

Your password
Submitting the Community Service Form on C-Link

If you are logging in for the first time, you will need to complete your profile.

4. Once your profile is complete, click on the link on the homepage of C-Link.
Submitting the Community Service Form on C-Link

5. Enter all information.

a. Student Organization

b. Agency Name in which hours were served

c. Name of Service Event

d. Agency’s Verification Contact

e. Contact Phone Number

f. Date(s) of Service Event

g. Description of Tasks or Activities

- Name of the Student Organization (required)
- Name of Agency/Community Group (required)
- Name of Activity/Event (required)
- Name of Agency’s Verification Contact (required)
- Telephone Number of Agency’s Verification Contact (required)
- Date(s) of Community Service Event (required)
- Detailed Description of Activities Performed (required)
Submitting the Community Service Form on C-Link

h. Approximate # of people that were helped/affected by your organization’s participation in service event

i. Names of individuals which participated in service event and amount of time

j. Click Next
Submitting the Community Service Form on C-Link

6. Submit

Review Submission for Community Service Form

If you have reviewed and completed the necessary steps below, please submit your Form for approval. To visit sections you have not reviewed or completed, please click on the step immediately preceding where you left off in order to continue through the remainder of the Form.

Submission

1. Community Service Form
   ▪ Page 1 - Community Service Form

In Progress

Submit for Approval  Delete Submission
Now What?

• The Community Service Form will be approved once the form is reviewed and the organization’s participation in the service event is verified.

• Make sure each individual member which participated in the service event submits their hours via C-Link.
Submitting the Community Service Form on C-Link

Office of Student Conduct & Community Engagement
956.326.2286
www.tamiu.edu/scce