

EAGLE SERVICE NETWORK 101

SECURE A SERVICE PARTNER

Use the database QR Code/Link or EAGLE LINK to secure your own nonprofit or government agency partner or virtual opportunity.



[TINYURL.COM/FGCUSLD](https://tinyurl.com/fgcusld)



[TINYURL.COM/FGCUSERVICEOPPORTUNITIES](https://tinyurl.com/fgcuserviceopportunities)

1

SUBMIT SERVICE PARTNER

2

- Visit www.fgcu.edu/eaglenetworks/
- Click "Explore"
- Log in using your eagles.fgcu.edu credentials
- Click "Service-Learning Forms"
- Click "Add New" and complete all required fields
- Approval is not automatic. Allow 24-48 hours to see "APPROVED"

SERVE!



3



EXPLORE

SUBMIT HOURS

4

- Click "Service- Learning Forms."
- Find your APPROVED partner
- Click "Track Hours" and complete all required fields

CHECK HOURS

- Visit Degree Works
- Or
- Click "Service-Learning Forms"
 - Click "My Total Hours"
 - Hours appear once VERIFIED by service partner, allow 3-5 business days

5



EAGLE SERVICE NETWORK TIPS



SUBMIT SERVICE PARTNER

- Always select the Experiential Learning Type as "Service-Learning" in order for it to count towards your graduation requirement.

Service-Learning Form
Enter information regarding your service-learning opportunity. Service must be completed in partnership with a 501c3 non-profit or government agency.

Experiential Learning Type *
To count towards your service-learning graduation requirement select Service-Learning as the type.

- Make sure to type the Community Partner you are serving with in the Service-Learning Details box.

Service-Learning Details
Please provide the information on where you completed your service-learning.

Type the name of the registered 501c3 non-profit or government agency you are partnering with for service.

- Please double check your supervisor's email address. Incorrect emails will slow the process of verifying your hours.

Site Supervisor Email *
This information will be used to confirm that you have discussed and agreed on your learning objectives. DO NOT use an eagle.fgcu.edu email.

- All service partners must be a nonprofit, not-for-profit, or a governmental organization. You must see APPROVED before serving with your partner and tracking your hours.

Service-Learner
CREW Land & Water Trust
2019 Fall

Review Edit Track Hours Midterm Evaluation

Approved

SUBMIT HOURS

- Find your APPROVED partner
- Click "Track Hours"

Service coordinator Approved
FGCU Food Forest
2018 Fall

Review Edit Track Hours Midterm Evaluation
 Final Student Evaluation Program Evaluation Semester Report

- Once on Track Hours page, scroll until you see the blue "Add hours" box!
- Click "Add hours" for the pop-up box.
- If you are adding additional hours you need to duplicate the record.

Placement: **Track Hours**

Show:

No Records Found

- Enter start and end dates, total hours and make sure to fill out the tasks box or it will not save. Then select SUBMIT 😊

Track Hours

with CREW Land & Water Trust for 2019 Fall

Week Start Date:

Week End Date:

Hours:

Tasks:

Total Number of Hours:

Tips for step 4:

- If doing long-term service at one location, we suggest that you track ALL of your hours at the end of each semester.
- Double check to make sure your service partner VERIFIED your hours by opening the COMMUNITY PARTNER FINAL EVALUATION.

Service-Learning Approved
FGCU - Office of Service-Learning and Civic Engagement
2020 Fall

Review Edit Track Hours Self Evaluation Program Evaluation
 Semester Report Community Partner Final Evaluation

Make sure to start back at step two for any future service-learning opportunities!



OFFICE OF SERVICE-LEARNING AND CIVIC ENGAGEMENT

fgcu.edu/servicelearning | McTarnaghan Hall 229