

## Hugh O'Brian Youth Leadership LEADERSHIP FOR SERVICE

Hugh O'Brian Youth Leadership (HOBY) Ambassadors' commitment to **Leadership for Service (L4S)**, a national community service program, is changing their lives and enhancing the quality of life in their communities. L4S is specifically designed to raise the public's awareness of young people as a resource for community problem-solving, prepare young people to take on meaningful roles in community problem-solving, and develop the capacity of individuals, organizations, and institutions to provide meaningful service and leadership opportunities for youth.

HOBY achieves these goals by challenging each ambassador who attends a local HOBY Leadership Seminar to complete 100 hours of community service. To help them successfully meet that challenge, HOBY has designed innovative website and certification process utilizing state-of-the-art interactive technology.

The key to the certification program is the interactive web site: [www.hoby.org](http://www.hoby.org), which has been completely redesigned to be used to reach out to, communicate with, motivate, and certify service hours. On the web site, students register their service projects and record their hours. HOBY certifies their service hours, recognizes them on the completion of their commitments and rewards their efforts.

Alumni completing 100 hours or more of community service within one year of their program attendance are recognized and rewarded for their service.

You will receive the following awards\*:

- Certificate of Recognition from HOBY
- Recommendation letter from HOBY's Executive Director and CEO addressed to College Admissions Officer verifying your service hours
- The President's Volunteer Service Award and congratulatory letters from the President of the United States and the Chair and Honorary Co-Chairs of the President's Council on Service and Civic Participation

\*Awards are subject to change.

### **HOBY L4S** **Directions and Helpful Tips for Entering Your Hours**

***NOTE: Be careful and make sure the information you provide is accurate. After the July 1<sup>st</sup> deadline, we will verify with the contact listed that you did indeed complete the hours indicated. If you have any questions please e-mail us at [L4s@hoby.org](mailto:L4s@hoby.org).***

#### **Username and Password**

You will receive your username and password following your participation in your local HOBY seminar. You will receive an e-mail from HOBY containing your new username and password. When you receive this e-mail please do the following:

1. Go to <https://reg.hoby.org/HOBYL4S>
2. Enter your username: <<username>> and password: <<password>> and click Login.
3. Click on the Personal Information tab.
4. You need to pick a security question and answer.
5. You may change your password by clicking the change link next to the stars representing your current password. Make sure you write them down somewhere in case you forget them.

6. Confirm your email address and other personal information. You are now ready to begin entering projects and hours!

Once you have verified your contact information you click on the **Main** tab. Here you can view a summary of your hours, recent activity and create community service goals. Review the menu on the top panel of your screen. These buttons will help you navigate the L4S page.

Welcome Hobby Volunteer | Logout

{Leadership for Service}

Main Personal Information Projects Help HOBY Main Site

Service Summary	
Total Service Hours:	7
Total Service Projects:	3
Community Service Goal:	100 hours
Hours Remaining to Goal:	93

[Community Service Goals](#) [Update Your Goals](#)

**Service Goal**

**Do a CLEW at Appleton High School next october**

Action Step 1: August -Contact HOBY CLEW Chairperson for instructions and resources

Action Step 2: August - Approach Appleton Womens Club for sponsorship

Action Step 3: September- work with school administrators to schedule time place and participants

**Service Goal**

**Hipe blah**

Action Step 1: balha 1

Action Step 2: 2 blah

Action Step 3: 33 blah

**Recent Activity**

Project: test

Date: 7/9/2009 Hours: 5

Activity: gjkdfkhgfj

Project: test

Date: 7/2/2009 Hours: 2

Activity: just som hours

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Internet 100%

Click on the **Projects** tab to start entering your hours. If you have not previously entered a service project or logged any hours your screen will appear slightly different than the example below.

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Welcome Hoby Volunteer | Logout

Main Personal Information Projects Help HOBY Main Site

**Service Projects**

Total Projects: 3 Total Service Hours: 7 [+ Add New Service Project](#)

Project:	Cleaning The University	Supervising Contact:	Darrin wilstad	<a href="#">Add Hours</a>
Dates:	1/8/2002	Contact Email:		<a href="#">View Hours Logged</a>
Location:	Los Angeles, CA	Contact Phone:	000 000 0000	<a href="#">Edit Project</a>
Total Hours:	0			<a href="#">Delete Project</a>
Service Areas:	undeclared - undeclared			
Project Description:				
Project:	sdag	Supervising Contact:	sdg	<a href="#">Add Hours</a>
Dates:	2/2/2007	Contact Email:		<a href="#">View Hours Logged</a>
Location:	fsadg, CA	Contact Phone:	(000) 000-0000	<a href="#">Edit Project</a>
Total Hours:	0			<a href="#">Delete Project</a>
Service Areas:	undeclared - undeclared			
Project Description:				
Project:	test	Supervising Contact:	sadkl	<a href="#">Add Hours</a>
Dates:	7/1/2009 - 8/1/2009	Contact Email:	olsen@hoby.org	<a href="#">View Hours Logged</a>
Location:	My School test city, AK	Contact Phone:	123-555-5555	<a href="#">Edit Project</a>
Total Hours:	7			<a href="#">Delete Project</a>
Service Areas:	Civic Engagement - Advocacy, Politics & Voting			
Project Description:	test			

To add a service project, click the button called **Add New Service Project** from the menu on the right and a new screen will appear as shown in this example.

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Main Personal Information Projects Help HOBY Main Site

**Service Projects**

**Add New Service Project**

Service Area:  [+ Add Service Area](#)

Service Category:

Project Name:

Description:

Start Date:

End Date:

Location:

City:

State:

Supervising Contact:

Contact Email:

Contact Phone:

**Instructions:**

1. Add one or more service areas.
2. Enter the name of the project.
3. Enter a description for the project.
4. Enter the start and end date.
5. Enter the location. For example: The 1st Street Park, Main Street Elementary School, etc.
6. Enter the city.
7. Select the state.
8. Enter all adult supervising contact information, this will be used by HOBY to verify your service hours.

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Enter all of the information requested in the form, all fields are mandatory. Be careful and make sure the information you provide is accurate. When you are finished, click the **Save** button.

If your service project takes place outside of the United States, please enter your current location and use the space in the description to clarify where it took place and provide any foreign phone numbers in this space as well.

Leadership for Service

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**Service Projects**

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Total Hours:	0			<a href="#">Delete Project</a>
Service Areas:	undeclared - undeclared			
Project Description:				
Project:	sdag	Supervising Contact:	sdg	<a href="#">Add Hours</a>
Dates:	2/2/2007	Contact Email:		<a href="#">View Hours Logged</a>
Location:	fsadg, CA	Contact Phone:	(000) 000-0000	<a href="#">Edit Project</a>
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Location:	My School test city, AK	Contact Phone:	123-555-5555	<a href="#">Edit Project</a>
Total Hours:	7			<a href="#">Delete Project</a>
Service Areas:	Civic Engagement - Advocacy, Politics & Voting			
Project Description:	test			

The **Projects** screen should now appear with your new service project listed similar to this example.

Leadership for Service

Welcome Hobby Volunteer | Logout

Main Personal Information Projects Help HOBY Main Site

**Service Projects**

Total Projects: 3 Total Service Hours: 7 [+ Add New Service Project](#)

Project:	Cleaning The University	Supervising Contact:	Darrin wilstad	<a href="#">Add Hours</a>
Dates:	1/8/2002	Contact Email:		<a href="#">View Hours Logged</a>
Location:	Los Angeles, CA	Contact Phone:	000 000 0000	<a href="#">Edit Project</a>
Total Hours:	0			<a href="#">Delete Project</a>
Service Areas:	undeclared - undeclared			
Project Description:				
Project:	sdag	Supervising Contact:	sdg	<a href="#">Add Hours</a>
Dates:	2/2/2007	Contact Email:		<a href="#">View Hours Logged</a>
Location:	fsadg, CA	Contact Phone:	(000) 000-0000	<a href="#">Edit Project</a>
Total Hours:	0			<a href="#">Delete Project</a>
Service Areas:	undeclared - undeclared			
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Project:	test	Supervising Contact:	sadkl	<a href="#">Add Hours</a>
Dates:	7/1/2009 - 8/1/2009	Contact Email:	olsen@hoby.org	<a href="#">View Hours Logged</a>
Location:	My School test city, AK	Contact Phone:	123-555-5555	<a href="#">Edit Project</a>
Total Hours:	7			<a href="#">Delete Project</a>
Service Areas:	Civic Engagement - Advocacy, Politics & Voting			
Project Description:	test			

To add service hours, click on the Add Hours link in the menu to the right of your project. The **Add Hours** screen will now appear as shown in this example.

Welcome Hoby Volunteer | Logout  
 Main Personal Information Projects Help HOBY Main Site

**Service Projects**  
 Total Projects: 3 Total Service Hours: 7 [+ Add New Service Project](#)

Project: sdag Supervising Contact: sdg  
 Dates: 2/2/2007 Contact Email: [Add Hours](#)  
 Location: fsadg, CA Contact Phone: (000) 000-0000 [View Hours Logged](#)  
 Total Hours: 0 [Edit Project](#)  
 Service Areas: undeclared - undeclared [Delete Project](#)  
 Project Description:

Service Hours:   
 Service Date:    
 Service Description:

Project: test Supervising Contact: sadkl [Add Hours](#)  
 Dates: 7/1/2009 - 8/1/2009 Contact Email: olsen@hoby.org [View Hours Logged](#)  
 Location: My School test city, AK Contact Phone: 123-555-5555 [Edit Project](#)  
 Total Hours: 7 [Delete Project](#)  
 Service Areas: Civic Engagement - Advocacy, Politics & Voting  
 Project Description: test

Enter the number of hours and date upon which they were completed, and describe your volunteering experience. Be careful and make sure the information you provide is accurate. When you are finished, click on the **Save** button. The **Projects** screen should now appear with your completed volunteer hours as shown in this example:

Welcome Hoby Volunteer | Logout  
 Main Personal Information Projects Help HOBY Main Site

**Service Projects**  
 Total Projects: 3 Total Service Hours: 7 [+ Add New Service Project](#)

Project: Cleaning The University Supervising Contact: Darrin wilstad [Add Hours](#)  
 Dates: 1/8/2002 Contact Email: [View Hours Logged](#)  
 Location: Los Angeles, CA Contact Phone: 000 000 0000 [Edit Project](#)  
 Total Hours: 0 [Delete Project](#)  
 Service Areas: undeclared - undeclared  
 Project Description:

Project: sdag Supervising Contact: sdg [Add Hours](#)  
 Dates: 2/2/2007 Contact Email: [View Hours Logged](#)  
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 Total Hours: 0 [Delete Project](#)  
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Project: test Supervising Contact: sadkl [Add Hours](#)  
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 Location: My School test city, AK Contact Phone: 123-555-5555 [Edit Project](#)  
 Total Hours: 7 [Delete Project](#)  
 Service Areas: Civic Engagement - Advocacy, Politics & Voting  
 Project Description: test

**And voila, you are done!**  
See the next page for troubleshooting questions and answers.

## Questions and answers about logging your hours:

### ***Q. I am experiencing difficulties with logging my hours.***

A. Please e-mail **L4s@hoby.org**, and provide the following information:

- Your full name
- Your full home address and phone number
- Your date of birth
- The full name of your high school
- Your HOBY year and site name.
- Name and version of your web browser (for example, Internet Explorer 4.0)

### ***Q. I typed in the wrong information and I want to change it.***

A. Click on the **Edit Project** button. This will take back the information previously entered. Or you can click on the **Delete Project** button to start over.

### ***Q. How do I enter hours for multiple days at once?***

A. We recommend that you not enter hours for multiple days at once. When adding hours to a project, try to enter each day individually, entering hours for each day worked.

### ***Q. I completed my hours outside of the United States, how do I enter a State?***

A. *If your service project takes place outside of the United States, please enter your current location and use the space in the description to clarify where it took place and provide any foreign phone numbers in this space as well.*

### ***Q. I don't have a "Contact Phone Number." What should I do?***

A. For accuracy in confirming your volunteer hours, you need to provide a contact phone number.

### ***Q. I'm having trouble figuring out whether my project is will be approved by the L4S Program. Do you have a list of acceptable projects?***

A. No. The definition of community service is very broad and the L4S Challenge is your opportunity to find a way to better your community. Take a look at your environment and measure the specific needs of your community combined with your talents and interests, you will inevitably find a recipe for success! Your community service project can be almost any altruistic service in which you donate your time and energy to improve your community and the lives of others. Be creative in finding volunteer activities that are fun and enjoyable, but also enhance the quality of life for those around you. The range of possible community service activities is virtually limitless and can include:

- Coordinating a Community Leadership Workshops (CLeW)
- Tutoring elementary school students
- Reading stories to seniors in retirement communities
- Volunteering at various service organizations
- Coordinating fundraisers for local charities
- Going to **hoby.org /L4S/volunteerism** for resources and information on volunteering needs near you.

### ***Q. I completed my hours 100 hours. When do I receive my L4S packet, I'm applying to college soon and I want to include the recommendation letter in my materials***

A. We will not certify hours until the July 1<sup>st</sup> deadline has elapsed. Once we have completed the certification process everyone's award packets will be mailed out during fall of that same year. Please continue to log your hours in the meantime as you may become eligible for additional accolades.

***Q. My contact information is wrong, how do I fix it?***

A. Click on the **Personal Information** tab and make any corrections to your profile. Please keep in mind this information will be used exactly as entered to address the packet and certificate.

***Q. I don't have a username and password how do I create an account?***

A. Click the "Forgot Password" button on the log in page and enter your e-mail address and your username and password will be sent you. Or send an e-mail to **[l4s@hoby.org](mailto:l4s@hoby.org)**.