



nccj The National Conference
for Community and Justice

ANYTOWN Ambassador Service Learning Documentation Instructions

If you attend a Guilford County public school, please follow these instructions:

1. Complete the service learning approval form for Guilford County Schools. A signature page already signed by NCCJ for 2017 can be found [here](#).
2. Log your hours through the [x2vol](#) software that Guilford County Schools uses to have students track their hours. If you need help with this your school counselor should be able to help you. A tutorial on signing up for x2vol can be found [here](#). Please be sure to use the actual dates of service, not the date you enter the hours. This is the only way we can verify your attendance at events and credit your service learning hours. A tutorial on logging hours in x2vol can be found [here](#). There are two ways to submit hours through x2vol:
 - a. Search for the existing opportunity “NCCJ ANYTOWN Graduate Ambassador Hours” and submit your hours. Instructions on finding an existing opportunity can be found [here](#).
 - b. Create a personal project to log your hours. If you choose this option, please submit your hour approval request to Alison Jones (ajones@nccjtriad.org).
3. Once the hours have been logged in x2vol NCCJ will verify them. After the hours have been approved by NCCJ, your school should approve your hours. There is a difference between the hours being verified by NCCJ and the hours being approved by your school. If your hours have not been approved, please check with your school counselor. If the hours have not been verified within a week of your submission, please contact Alison (ajones@nccjtriad.org).

If you do not attend a Guilford County public school, please check with your school counselor to find out what documentation you will need to have your hours approved. Please email Alison Jones (ajones@nccjtriad.org) to provide the contact information and necessary documentation required to verify your hours. She will then send the required information to your school.