

WHAT?

Leadership for Service (L4S) is a national community service program for HOBY Alumni. It was specifically designed to raise the public's awareness that young people are a community resource for problem-solving, volunteerism, and leadership.

WHO?

For HOBY Alumni who care about their community and want to give back. HOBY challenges Alumni to complete 100 or more volunteer service hours and to log those hours in our [L4S website](#) or the HOBY app for recognition and special opportunities. *(The HOBY app is available in the Apple App Store or [Google Play](#).)*

WHEN & WHERE?

In your own community (or where you see the need), and immediately following your seminar. Alumni have two chances to meet the L4S challenge: 1) the summer following the seminar through your junior year, and 2) the summer after your junior year through your senior year. Each opportunity is one year long.

WHY?

Because it feels good to do good! And by meeting our 100+ hours L4S challenge, you receive a HOBY recognition packet, as well as the President's Volunteer Service Award. L4S challenge winners are also exposed to special HOBY scholarship opportunities.

QUICK LINKS TO INSTRUCTIONS

1. [Logging in to the HOBY App](#)
2. [Updating/Keeping Your Information Current](#)
3. [Logging Your Service Projects](#)
4. [Adding Hours to Service Projects](#)
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6. [Deleting a Service Project or Volunteer Hours](#)
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LOGGING IN TO THE HOBY APP

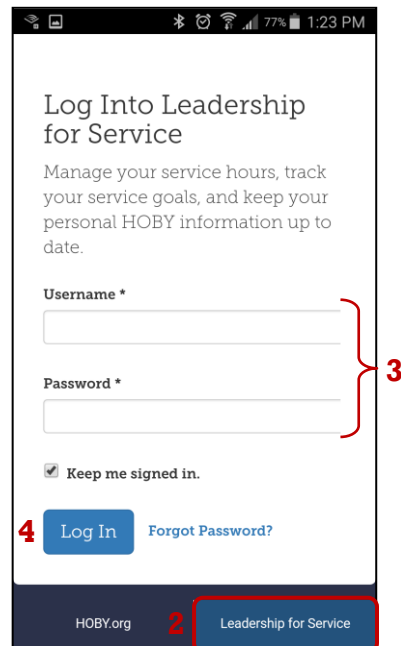
BEFORE DOING ANYTHING ELSE, BE SURE YOU'VE DOWNLOADED THE HOBY APP FROM THE APPLE APP STORE OR [GOOGLE PLAY](#)

1. **Obtain your username and password.** This information is emailed to you within a day or two of completing your seminar. Go check your email right now.
 - a. **Yes, I have it!** [Good. Go to step 2.]
 - b. **No, I can't find it.** [Bummer. You'll need to request the information]

Email L4S@hoby.org with the following:

 - i. Subject: L4S Login Request
 - ii. Your full name
 - iii. Date of birth
 - iv. Complete name of high school & high school city
2. Open the HOBY App from your phone, and click Leadership for Service at the bottom.

You can always return to the home page of the L4S portal by clicking Leadership for Service at the bottom.
3. Enter your Username and Password.
4. Click Log In, and you're in!



UPDATING/KEEPING YOUR INFORMATION CURRENT

1. On the Home Page, click Update Your Information.
2. Confirm or edit your email address. (Ensure your email is one you can access anytime and outside of school.)
3. Change your password to one you can remember.
4. Select a security question and enter an answer.
5. Confirm or edit all the remaining information we have for you on this page by clicking Edit in each section.
6. Be sure to save all your changes!

Hobyan Alumni 's Leadership for Service

| | |
|--------------------------------------|---|
| 8 Projects to Date | 231.75 Service Hours to Date |
| 100 Annual Service Goal | 4000 Lifetime Service Goal |

- + Add a New Project
- Log New Hours
- 🏆 Create a New Service Goal
- 1** 👤 Update Your Information

Account

2 Edit Email: L4S@hoby.org

3 Edit Password: *****

4 Edit Security Question: What is your favorite movie?
Answer: *****

Personal

5 Edit Name: Hobyan Joe Alumni IX

Maiden: Jane M Smith

Birthday: 1/27/1970

LOGGING YOUR SERVICE PROJECTS

Volunteer service hours must be logged within a Service Project(s). Service Projects contain all the details for HOBY to categorize and validate your service hours, like the organization's name, location, and contact. When creating a Service Project, you can edit the "start date" and "end date" based on if the project is ongoing (i.e. bi-weekly, weekly, monthly, etc.).

1. On the Home Page, click Add a New Service Project.
2. Complete all the information for your Service Project. Please ensure the accuracy of all the information entered.
3. Follow the instructions to select a Service Area and Service Category.
4. Click Add Service Area.
5. Click Add Project to save all the information.

Hobymen Alumni 's Leadership for Service

8 Projects to Date 231.75 Service Hours to Date

100 Annual Service Goal 4000 Lifetime Service Goal

1 **+ Add a New Project**

⌚ Log New Hours

🏆 Create a New Service Goal

👤 Update Your Information

Hobymen Alumni 's Leadership for Service

2 Add a Service Project

All fields required

Project Name:

A brief title for the project.

Description:

If your service project takes place outside of the United States, use this space to clarify where it took place and provide any foreign contact numbers.

Project Services Areas and Categories

Your project must have at least one service area, select from the dropdowns and click the "Add Service Area" link below.
*NOTE: You must click Add Service Area first, then click Add Project, to save the project.

Service Area

Civic Engagement

Service Category

Advocacy, Politics & Voting

3

4 **+ Add Service Area**

5 **Add Project** Cancel

ADDING HOURS TO SERVICE PROJECTS

Adding hours is how your Service Project(s) become eligible for the President's Volunteer Service Award. It also eliminates additional data entry when performing volunteer hours for the same organization.

1. On the Home Page, click Log New Hours.
2. Select the Service Project from the dropdown options.
3. Enter all the information.
4. Click Add Hours. (Enter additional Service Projects and Volunteer Hours as needed.)
5. Your newly recorded hours are now reflected here.

The image shows a two-part interface. On the left is a dark blue dashboard titled "Hobymen Alumni's Leadership for Service". It displays statistics: 8 Projects to Date, 231.75 Service Hours to Date (with a red '5' next to it), 100 Annual Service Goal, and 4000 Lifetime Service Goal. At the bottom, there are four buttons: "+ Add a New Project", "1 Log New Hours" (circled in red), "Create a New Service Goal", and "Update Your Information".

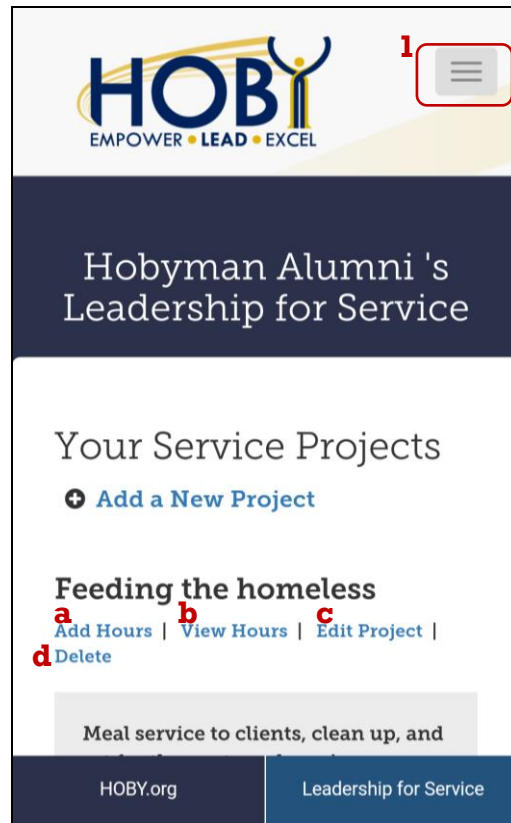
On the right is the "Log New Hours" form. It has a dropdown menu for "* Project:" with "Beach Clean Up" selected and a red "2" next to it. Below are input fields for "Service Hours:" (containing "8"), "Service Date:" (with a calendar icon and "2/4/2016"), and "Description:" (containing "Picked up litter."). At the bottom are "Add Hours" and "Cancel" buttons. A red bracket on the right side of the form groups the Service Hours, Service Date, and Description fields, with a red "3" next to it. A red "4" is placed below the "Add Hours" button.

Hint: You must create your project before adding hours to it. [Add a New Project](#)

EDITING A SERVICE PROJECT

Projects are sorted chronologically by date (oldest on top to most recent at the bottom). You may need to edit your Service Project if: a) the project becomes continuous; therefore, you will need to change the dates; or b) you made any mistakes entering information (e.g. the contact's phone number, the service area, etc.).

1. In the dropdown menu on the Home Page, select Projects.
2. Find your Service Project. At this point, you may do any of the following:
 - a. Add hours to your Service Project
 - b. View volunteer hours for your Service Project.
 - c. Edit the Service Project.
 - d. Delete the Service Project by clicking Delete.

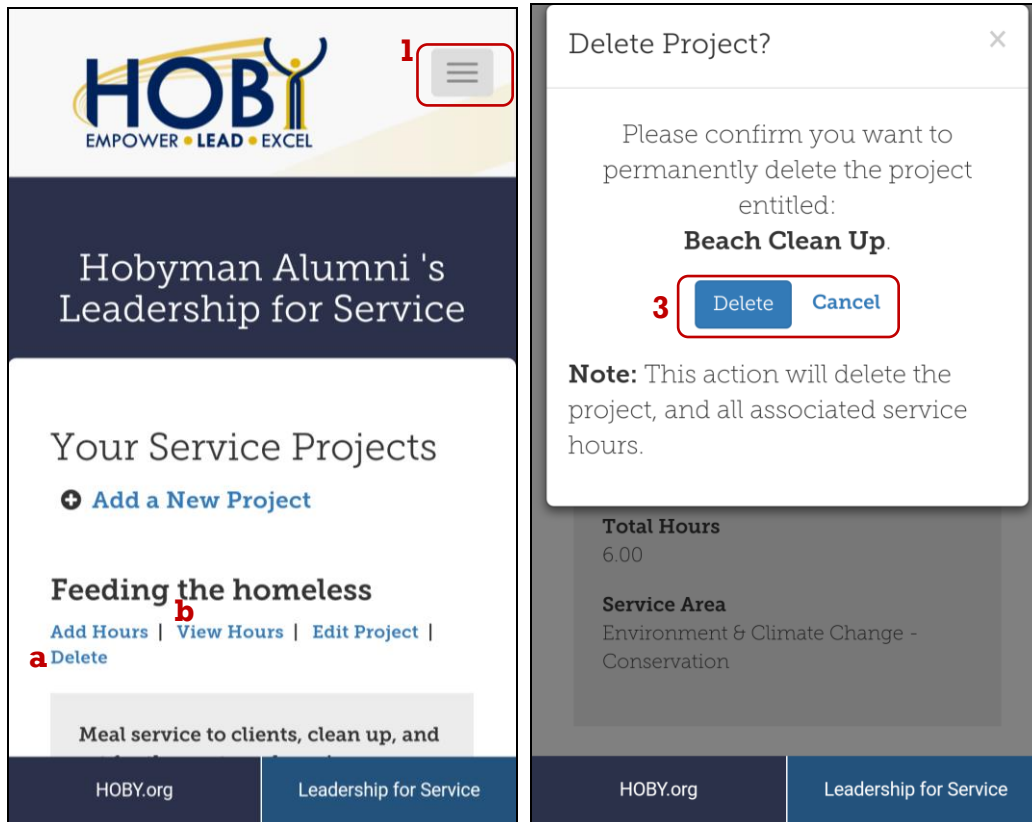


3. If editing the Service Project, make the necessary changes in the Service Project section.
4. Click Save.

DELETING A SERVICE PROJECT OR VOLUNTEER HOURS

1. In the dropdown menu on the Home Page, select Projects.
2. Find your Service Project, and then
 - a. Click Delete to delete the project; or
 - b. Click View Hours, and then click Delete to delete your volunteer hours.
3. As a safety, you will be prompted to confirm your decision.

Note that you must delete all your volunteer hours first before you can delete an entire Service Project.



CREATING A NEW SERVICE GOAL

Use the skills you learned at the seminar! Create a S.M.A.R.T. service goal and add action steps to keep you on track.

1. On the Home Page, click Create a New Service Goal.
2. Describe your goal.
3. List your action step.
 - a. Repeat this process until you enter all the action steps needed to accomplish your service goal.
4. Click Add Another Action Step.
5. Click Save.

Hobyan Alumni's Leadership for Service

| | |
|-----------------------------------|--|
| 8 Projects to Date | 231.75 Service Hours to Date |
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[+ Add a New Project](#)
[⊙ Log New Hours](#)
1 [🏆 Create a New Service Goal](#)
[👤 Update Your Information](#)

Add a New Service Goal

All fields required

Goal

2 Clean 6 beaches in 3 months

Action Step 1:

3 Find local beaches that coordinate clean up

4 [+ Add Another Action Step](#)

5 [Save](#) [Cancel](#)

FAQs

What do I get for completing 100+ hours of service?

There are three levels of awards based on the number of qualified hours served and logged in the L4S system:

- Bronze: 100-174 hours in one year
- Silver: 175 to 249 hours in one year
- Gold: 250+ hours in one year
- President's Call to Service Award: 4,000 lifetime total

Your awards packet will reflect the level you achieved and will include:

- A certificate of recognition from HOBY.
- A letter from HOBY's CEO to College Admissions Officers verifying your service hours.
- A congratulatory letter from the President of the United States.
- A certificate of recognition from the President of the United States.

You have until July 1st the year following your seminar to complete the challenge. For example, if you completed the seminar in June 2014, you have until July 1, 2015 (12 months) to complete the challenge. The one-year limit is required by the [President's Volunteer Service Award](#). L4S packets are processed shortly after the July 1st deadline and will be received by October of the same year.

What are additional benefits to completing the challenge?

1. **A chance to earn a scholarship:** Annually HOBY provides three \$1,000 college scholarships for the alumni class that just completed their junior and senior years of high school. To be eligible for consideration, you must complete a minimum of 250 hours of service that made a measurable impact on a community issue and log your hours into the Leadership for Service online system or App by 7/1.
2. **A chance to be honored at the annual HOBY Awards Dinner and Gala:** The HOBY Outstanding Young Alumni Award was created to recognize and honor HOBY alumni, ages 25 and under, for their accomplishments and service. The winners of the award have distinguished themselves as a leader among their peers and in their community. Recipients are recognized at the New York (May) or Los Angeles (Oct) Albert Schweitzer Awards Dinner.

Are there any community service activities that Alumni cannot do for liability reasons?

As a general rule, HOBY Alumni should not do community service activities that pose a potential risk of harm to them. Higher risk activities such as cleaning highways, participating in sporting events and engaging in significant physical activities are not recommended.

What activities qualify as community service?

Community service is any altruistic service in which you donate your time and energy without monetary or other benefits. Any service for which you are mandated, paid, or provided gifts are not considered community service. Your service should affect your life and enhance the quality of life in your community. The range of possible community service activities is limitless. These are a few examples:

- Coordinate HOBY Community Leadership Workshops (CLEWs)
- Tutor elementary school students in reading and math
- Serve as a volunteer camp counselor for disabled children
- Read stories to seniors in retirement communities
- Volunteer at AIDS service organizations
- Coordinate car washes for local charities
- Serve on the board of a homeless shelter

HOBY also encourages you to go beyond doing community service to leading community service projects such as a CLeW. CLeWs are one-day workshops for high school freshmen designed to spark student leadership through leadership-building activities and motivational speakers. CLeWs are an excellent vehicle for rallying young people to do community service.

Has HOBY developed a guide that simply explains how to coordinate a CLeW event?

Yes! Please be in touch with your HOBY site to get started. Click [here](#) to find your state, and then click on your seminar site to get contact information.

Do HOBY CLeWs require school board approval?

HOBY seeks to obtain an endorsement of the CLeW program as a legitimate service learning opportunity from the National Association Secondary School Principals. This endorsement should help CLeW organizers meet any challenges relating to school board/school approval.

What do I do after I've completed my hours for the award?

Keep volunteering and keep logging more hours! At HOBY, we want to instill the value of lifelong service and leadership. Also, did you know you have a second opportunity to earn the awards packet during your senior year? After the July 1st L4S deadline following your junior year, you have another year (from July 2 to July 1) to earn a second awards packet. Will you surpass your previous level?

And finally, there is no time limit to complete the President's Call to Service Award for 4,000 lifetime service hours. As long as you log your hours on our L4S website, we'll keep them safe and submit them again once you've reached 4,000 hours. Good luck!