

Office of Fraternity & Sorority Affairs

Service Portal Instructions

The OFSA Service Portal has been designed to allow each Greek organization to submit information about their community service and philanthropy activities. In addition, each organization will be able to submit the names of each participating chapter member.

General Information

- ❖ Service Hours – the actual amount of time your members spend working on a project/activity that benefits a legitimate non-profit agency, company or individual in need of assistance.
- ❖ Philanthropy Hours – the amount of time your members spend working on a fundraising activity, which results in a financial donation to a legitimate philanthropic agency or foundation.

How to Enter Information Into the Portal

Step One: Whom Did You Serve?

- ❖ *Organization/Agency Served:* Provide the full name of the organization your time or money will support (i.e., Elijah's Promise, New Jersey Blood Services, Embrace Kids Foundation).
- ❖ *Date of Service/Donation:* Select the date on which your event took place

Step Two: What Was the Nature of Your Service / Donation?

- ❖ *Description of Service:* Succinctly describe your chapter's activity
 - Participated in a 5K walk
 - Donated blood
 - Set up and clean up for soup kitchen
 - Tutored 5th graders in math

Step Three: Tell Us Whom You Worked With

- ❖ *Organization/Agency Representative:* Provide the full name of the person you worked with to involve your chapter in this event.
- ❖ *Representative's Email:* full email address
- ❖ *Representatives Phone:* full phone number
- ❖ ***Note: All three pieces of information must be provided or we'll have to ask you to find the information and resubmit the event.***

Step Four: Tell Us Which Chapter Members Participated

- ❖ *Name of Member (Last, First):* Please be sure to enter the LAST NAME first.
- ❖ *Hours –* how many hours did the student work?
- ❖ *Money Raised –* did the student raise any money? If so, enter at this time. Note: if several members of your chapter worked together to raise money, enter the lump sum under one student's record (i.e., the Service Chair), rather than splitting the lump sum among the participating members.
- ❖ Save Member and Add Another
- ❖ Finish and Save Hours