



SWC HOUR REPUBLIC REGISTRATION



Hello New Bulldogs! As a high school student, you will need to achieve **40 hours of volunteer community service** in order to graduate with your Ontario Secondary School Diploma. (Of course, you will probably earn many more than just 40, as volunteering is fun and can lead to many great things for you, but **please put any hours beyond the 40 on your IPP!** Any hours over the required 40 will be rejected).

Hour Republic is the electronic platform on which you will submit your hours and have them verified and recorded. To register on Hour Republic:

1. **Log in** to your DSNB eLearning account (can access from the SWC homepage Desire2Learn link or go to <https://dsbn.elearningontario.ca>)



2. The icon for Hour Republic should be on your home page – click on it.



To Sign-Up:

1. Enter your personal email address.
2. **Select School Board:** DSB Niagara
3. **Select School:** Sir Winston
4. **Year Started High School:** 20____ (Year you started Grade 9)
5. **Birth Date:** D M Y
6. **Gender:** male or female

7. **Postal Code:** Take out the space in the postal code provided for you (L2T2N1)
8. **Parent Information:** Name (First/Last)
9. **Parent email and phone:** (home phone or cell phone # is fine)
10. **User Agreement:** Read and click
11. **Sign up by clicking on the green bar!**

How to Add Hours on the Volunteer Dashboard:

1. Enter the contact information for the organization you volunteered for: Name of Organization, contact name, contact email, contact phone number
2. Add in a description of Community Involvement (ex: score kept a basketball game)
3. Select the skills learned from the dropdown menu provided
4. Select the start and completion date
5. Add the total hours volunteered
6. Finally **Save** and **Submit** your volunteer hours
 - Once you select **submit**, the organization contact person and your parent/guardian will receive an email and will be asked to verify and comment on the hours. Once verified by the organization and your parent/guardian simply select an Accept or Decline button, **then it is approved by Guidance**. Your dashboard and progress bar will then be updated!
 - You are encouraged to **inform your organization** that they will be receiving an email with regards to your hours so they are looking for it and can respond more promptly.

CONGRATULATIONS!

BE SURE TO VOLUNTEER WITH A CLUB, RELIGIOUS ORGANIZATION, ENVIRONMENTAL GROUP, ARTS OR CULTURAL ASSOCIATION, OR POLITICAL ORGANIZATION THAT IS:

- **NOT-FOR-PROFIT**
- **BENEFITS THE COMMUNITY**

Be sure to check out the Community Involvement board in Guidance for a variety of volunteer opportunities in your community.