Instruction Guide
To the attention of the UOSU and its recognized clubs & associations

Table of Contents:

1. Context
   1.1 Responsibilities of the club or association

2. Roles & responsibilities: Volunteer Coordinator and Volunteer Supervisor
   2.1 How to register your club or association
   2.2 How to create a placement
   2.3 How to approve timesheets
   2.4 Transition at the end of the term

3. Responsibility of the student (volunteer)
   3.1 How to register to your placement
   3.2 How to fill out your timesheet
   3.3 How to request your Co-Curricular Record

4. Contact us
The masculine is used to facilitate reading.

1. Context

The Community Engagement Navigator allows students to obtain a Co-Curricular Record (CCR). This official document from the University of Ottawa tracks all your volunteer activities carried out on campus and in the community. The CCR bolsters students’ resumes and their academic records. In order to obtain a Co-Curricular Record (CCR), you must complete certain steps. This document is intended as an instructional guide for the UOSU and its recognized clubs & associations.

To have your hours recognized, you will need to create placements on the Community Engagement Navigator. It is highly recommended that a generic placement be created. For example, one placement for all executive members regardless of their role within the executive team.

For each placement created, there must be someone in charge of approving volunteer hours. The person who creates the placement in the Navigator automatically becomes the "Placement Supervisor".
The Placement Supervisor has the authority and responsibility to approve the student's hours. A student cannot approve their own hours. There must therefore be a second member who acts as a Placement Supervisor within the club or association.

1.1 Responsibilities of the club or association

- To name Volunteer Coordinator and Supervisor of the Volunteer Coordinator who will publish placements, supervise students and approve their hours in a timely manner.
- To maintain the integrity of all co-curricular records by only approving legitimate and completed volunteer hours.
- To notify the Centre as soon as possible if any of the contact information changes to the Volunteer Coordinator or Supervisor of the Volunteer Coordinator.

2. Roles & responsibilities: Volunteer Coordinator and Volunteer Supervisor

In order to ensure each student has their hours approved, we ask that you appoint a Volunteer Coordinator and a Volunteer Supervisor within your group.

- The Volunteer Coordinator is the student who creates the placement for each of the members and approves their hours. This task normally falls to the president of the government or student club.
- The Volunteer Supervisor is the student who creates the placement of the Volunteer Coordinator and approves their hours. Any individual from the government or student club can inherit this function.
- It is your responsibility to determine who will take on this role.

Dual role: Please note that the Volunteer Coordinator and the Volunteer Supervisor will have to access the Navigator in two different ways, depending on the role they occupy. When you are in your role of Volunteer Coordinator and Volunteer Supervisor, your role is to create the placements and approve the hours of the students. However, you are also student volunteers. When you act as volunteers, you will have to proceed differently to access the Navigator (see explanations in further down this guide). Your role as a volunteer will be to match yourself to the placement that will be reserved for you and to record your volunteer hours in your timesheet.
2.1 How to register your club or association

To register as a Volunteer Coordinator or Volunteer Supervisor you must create your contact in the Navigator. Please use the Community Partner link to access the Navigator and to create your contact.

Follow the directions that appear on the screen.
- Email address:
  - In the email address section, please enter the email address of your choosing. It can be the generic club email or your student email. We will not accept contacts created with a personal email.
  - Students who match themselves to a placement will receive updates to their student email.

2.2 How to create a placement

Video tutorial on how to create a placement.

1. Log in to your account via the Community Partner link.
2. Select Community Partner as the User Type.
3. Once logged in, hover over "Placements" then click on "New Placement".
4. Please fill in the mandatory boxes taking into account the following specifics:
   - The placement title must be in both official languages.
   - It’s important to never select the "reserved for a specific student" option when selecting the type of placement, otherwise the student will not be able to see the placement on the Navigator and therefore, will not be able to match to it. Choose instead "open for all students".
   - Please specify for whom the placement is reserved in the "Description" box in the following format: * Reserved for (full name of the student) *
5. After completing all the information, click on "Save".
   - Note that you can click "Save Draft" instead of "Save" if you want to review it before you officially submit it for approval.

**DEADLINE:**
Placements are created only once for the entire academic year. If we meet with you only in the Fall or Winter, placements created will be valid for the entire academic year as well.

2.3 How to approve timesheets

Video tutorial on how to approve timesheets

1. Log in to your account via the Community Partner link.
2. Select Community Partner as the User Type.
3. Go to the "Timesheet" tab and click on "Search".
4. Select the session during which the student started their placement in the drop-down menu, then click on "Search" at the bottom of the page.
5. The list of students with a placement in your club or association will be displayed. Click on "View Timesheet" in the rightmost column.
6. Please check the boxes corresponding to the hours you wish to approve and click on "Approve" in the "Option" menu at the top left of the page. The number of hours approved must be legitimate and reflect the number of hours actually completed by the student.

**DEADLINE:**
- Timesheets must be approved by the end of the academic year, no later than May 31.

It is your responsibility to meet the deadline.

2.4 Transition at the end of the term

It is your responsibility to forward the information associated with your account on the Navigator (email and password) to your successors. Without this, they will not be able to connect to the Navigator to create placements.

3. Responsibility of the student (volunteer)

3.1 How to register to your placement

1. Log in to uoZone.
   a. In the Applications section, click on Community Engagement Navigator. This will activate your account.
2. Hover over "Placements" in the navigation bar at the top and select **EV (Extracurricular Volunteering)**
3. Look for your placement by entering the **placement number** that corresponds to it. Then click on "Search" at the bottom of the page.
4. **Click on the placement title.**
5. To match to your placement, please click on "Select" in the "Options" menu at the top left of the page. Then read the consent form carefully and click on the check box to indicate that you agree with the terms and conditions.
6. Click "Confirm" in the "Options" menu at the top left of the page. You will receive an email confirming your registration.

**DEADLINE:**
Students must match to their placements as soon as possible and within one month of their creation, otherwise you are at risk of having the placements be selected by other
students accidentally. It will no longer be possible for you to match to your placement if the academic year is over. It is your responsibility to meet the deadline.

3.2 How to fill out your timesheet

Video tutorial on how to enter hours into your timesheet.

1. Log in to the Community Engagement Navigator via uOzone.
2. In the navigation bar, click on "Timesheets". Your placement will appear. Click "View Timesheet" in the last column to the right of the placement to which you want to add hours.
3. Please enter the date your volunteer work was done, the number of hours completed and a brief description of your tasks, then click on "Add".
4. For each entry, it is possible to modify the description if necessary. Please click "Edit" in the last right column for the timeframe you wish to change.
   - We strongly encourage you to enter your hours regularly, and as often as possible with a brief general description so that the placement supervisor / coordinator can approve everything easily. (We encourage you to enter them at least every 2 weeks).
5. It is also your responsibility to ask your Volunteer Supervisor / Coordinator to approve your hours in order for them to appear on your Co-Curricular Record (CCR)

DEADLINE:
- All volunteer hours must be entered in the Navigator before April 30. It is your responsibility to meet the deadline.

What counts as a volunteer activity?

Here are a few examples of legitimate volunteer activities:
- Meetings
- Event planning / hosting
- Fundraising, bake sales, etc.
- Research
- Writing (i.e articles, constitutions, etc.)
- Marketing, promotions, social media.
- Recruiting
- Answering emails and other administrative duties.
- Association office hours
- 101 Week

Here are some examples of non-volunteer activities:
- Travelling to and from campus
- Exec “socials” (i.e going out to eat, mixers, etc.)
- Any paid activity
*Keep in mind that these are only examples and there are many other possible activities that may be considered legitimate volunteer activities.

**Examples of average number of hours per academic year:**

Presidents / Co-Presidents: 200 to 350 hours  
Vice-Presidents /executive members: 175 to 250 hours  
For each term, this represents an average of 100 hours for presidents and 80 hours for vice-presidents et executive members. However, please note that often times there are fewer activities during the Summer term than there are in the Fall and Winter term.

**3.3 How to request your Co-Curricular Record**

Only hours that have been approved by your supervisor / placement coordinator will appear on your co-curricular record.

1. Log in to the Community Engagement Navigator and click on "CCR" in the navigation bar.
2. To print an unofficial CCR, click on "View unofficial CCR" in the "Options" box at the top left, and print it from your home.
3. To obtain an official CCR, click on "Request Official CCR" in the "Options" box and confirm your request on the next page. This version will be signed by the Vice-President Academic and Provost and printed on a textured cardboard. You will be notified by a staff member once it is ready for pick-up at our office.

**4. Contact us**

If you have any questions or concerns, need to make a change to a placement, or need to have a student unmatched from a placement, do not hesitate to contact our Centre.

Michaëlle Jean Centre for Global and Community Engagement  
Tel.: 613-562-5945  
Toll free: 1-877-868-8292  
servingothers@uOttawa.ca