



St. Gregory the Great Academy

A Ministry of the Church of St. Gregory the Great

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x2VOL Service Hour Tracking 2023-2024

As specified in the Parent-Academy Agreement, all families with students in Grades K-8 are required to complete 25 service hours for the school year in order to maintain the Category A tuition rate. We will be using a service tracking platform, “x2VOL,” for this purpose. This eliminates the need for sign-in sheets as well as allows families to track their hours in real time.

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The first step that each family needs to take is to set up an account on the [x2VOL](#) website. This can be accomplished by following the steps in [THIS VIDEO](#). *NOTE: The platform was designed for students to track service hours, so the registration steps will use the word “student.” You should enter the email address for Guardian 1 as listed in Genesis as the “student email.” If the email address that you enter does not cause the next screen to list your oldest child’s name, **STOP**. Please try any other email addresses that you use. **DO NOT TRY TO CREATE AN INDIVIDUAL ACCOUNT; THIS WILL NOT LINK YOU TO SGGA**. If you still cannot complete your registration, please contact Mrs. O’Neill so that we can confirm that the proper email address is entered on the back end.

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Once the family account is created, you will need to log into the platform to “claim” your hours. The various events and ongoing activities will be listed, and you will need to follow the instructions for claiming the hours as shown in [THIS VIDEO](#). Please note the following SGGA specific items”

- IGNORE the “Personal Projects” section – we do not use this feature
- Under GOAL, you must make a selection (there is only one option)
- You must check the accuracy statement



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Once you submit your “claim,” a message will be sent to the person who is responsible for coordinating/monitoring the service hours for the event/activity for approval. Until this person approves the hours, they will show as “pending” in your account.

A few important things to know about Service Hours:

- There are both in-school and outside of school opportunities to earn service hours. Be aware, however, that **ANY** in-school service and any outside of school service that has student contact **REQUIRES** that you complete Safe Environment requirements (Department of Education background check & diocesan VIRTUS training.) These processes take **TIME**, so planning ahead is necessary.
- You **MAY NOT** be a chaperone for a school trip unless you are Safe Environment cleared.
- **Volunteering for the Carnival and Craft Show DOES NOT require the background check and VIRTUS as these are public events.**

If you experience any difficulty setting up your initial account, please reach out to Mrs. O’Neill in the Main Office. Please note that moving forward, this will be the **ONLY** method by which service hours may be recorded. Sign-in sheets, emails, etc. will no longer be accepted.

