CATHOLIC MEMORIAL SCHOOL

Campus Ministry

Instructions for using x2vol

www.x2vol.com

Catholic Memorial School uses **x2vol**, an online database that allows paperless and hassle-free logging and tracking of your CM Service Program hours.

This document includes detailed instructions for the following:

1. Creating an account and logging in for the first time.
2. Logging completed outside service *or* CM Stewardship hours.
3. Completing the required practice assignment of logging a practice hours.

*Please contact **Michael Dermody '07**, Director of Campus Ministry, by email at michaeldermody@catholicmemorial.org with any questions about the CM Service Program requirements*

CM Service Program Mission

Since our founding, the hallmark of a Catholic Memorial education is both that our boys are prepared for life beyond CM with a strong academic foundation and that they are guided by an eagerness to love God and serve others in all that they do. Responding to Jesus' call to love God and love neighbor and inspired by the educational mission of Blessed Edmund Rice and the Christian Brothers, the mission of the CM Service Program is to foster in our students an enthusiasm to share their God-given gifts and talents with their communities, and a passion to live their lives in service of others.

Live, Jesus, in our hearts forever!

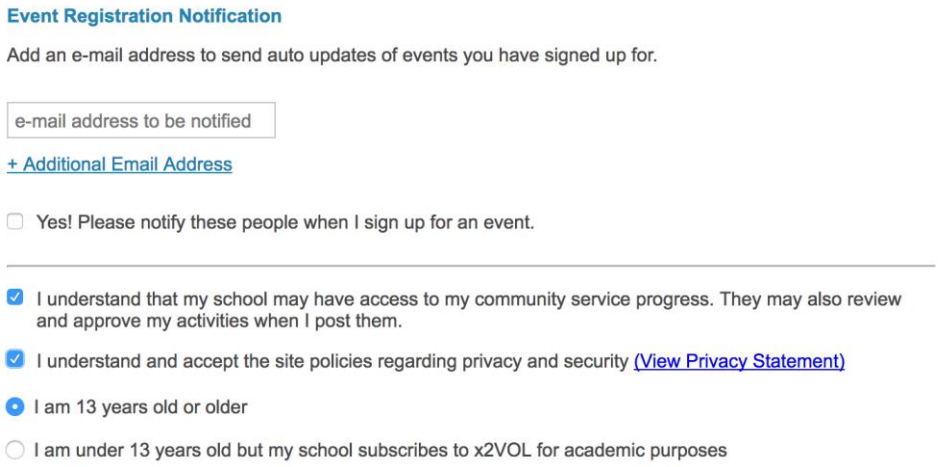
1. How to Use x2vol: First Time Log In to x2vol

Every student at CM uses x2vol to keep track of his mandatory service hours. If you are a first-time user, follow these steps:

1. Go to www.x2vol.com
2. In the upper left click JOIN.
3. Type "Catholic Memorial" into the Find Your School box and click SEARCH.
    a. Two schools will come up
    b. Select the one in West Roxbury, MA
4. Enter your Last Name and *your CM email address.* For most students, your CM email is FirstnameLastname@catholicmemorial.org.
5. Enter the Basic Information requested. For the address put in the school's address and phone number for "Home Phone":

    235 Baker Street
    West Roxbury, Massachusetts 02132
    617-469-8000

6. Click PROCEED.
7. Skip the Interests section and just click PROCEED.
8. Create a Password that you will remember!
9. ***Select your Class by Graduation Year.***
10. Complete the bottom of the page as follows:



11. Click COMPLETE REGISTRATION.

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2. How to Use x2vol: How to Log Service Hours

You are responsible for logging your service and stewardship hours to have them verified and approved on the x2vol system. You will do this by creating service projects in the x2vol system. Before creating a project be sure you have the following information:

- The name of the organization or agency you are serving.
- A description of the project (1-2 sentences).
- ***MOST IMPORTANT:*** The Activity Contact: This is the name and ***email address*** of the person *at your placement* who will verify your service hours there. The phone number is not required. The email address **IS REQUIRED.** Your supervisor will receive an email, and this email is how your hours will be verified.

1. From the Opportunities & Projects menu select My Activity Log

   You will see two sections:

   - **Personal Projects** – these are projects you have arranged yourself.

     These are most common.

   - **Community & Campus Opportunities** — these are opportunities to do service officially offered by outside organizations or teachers at CM.

2. In the Personal Projects section click **CREATE NEW**.
3. Fill in all the required fields with the requested information.
   a. Check the goal for your ***Grade Level Service Requirement***

   - **OPTIONAL:** If you plan on completing multiple sessions of service hours at this site, you have the option to check "**Make this a recurring project**"
     - If you checked that this would be a **Recurring Project,** you can return to **My Activity Log** to see this project in the **ACTIVE PROJECTS** section. When you return to x2vol you will click **ADD**

HOURS to add your hours and submit them for verification, *without* having to reenter the previous information again.

a. **REQUIRED:** Check the box that begins: "The hours that I am submitting are accurate..."

4. Click **SUBMIT** at the bottom. Your site supervisor will receive an email to verify your hours. Only when your hours are successfully verified will they be finally approved by campus ministry or your theology teacher.

PLEASE NOTE: If your hours are not verified by your site supervisor, you should do the following:

a. Check to make sure that you correctly entered in the contact information/email correctly.
b. Choose to re-send a verification email so that your supervisor receives it again.
c. Contact your site-supervisor directly to request that they check their email to approve your hours.

Please note the following rules for acceptable service hours:

- As a temporary exception for the 2020-2021 School Year designed to accommodate students, families, and our community during these uncertain times, students may submit hours that have been approved by parents or family members. These hours may be completed in service to the outside community or at home.

3. How to Use x2vol: Practice Creating a Project

Log into the x2vol system. Follow the following steps to practice creating a project.

1. From the Opportunities & Projects menu select My Activity Log

   You will see two sections:

   - Personal Projects – these are projects you have arranged yourself.
   - Community & Campus Opportunities — these are opportunities to do service offered by outside organizations or teachers at CM

2. In the Personal Projects section click **CREATE NEW.**
3. Under **Activity:**
   a. In the Agency or Organization Name enter: "Practice Project"
   b. In Project Description enter: "This is my practice project"
4. For Activity Contact enter your Theology teacher's name and email address.
   a. For example, **IF** your theology teacher is Mr. Hartman. You should enter "Greg Hartman" as the name, and greghartman@catholicmemorial.org for the email. Phone number is not necessary to verify hours.
5. In the dropdown menus for Claim Hours select today's date and claim 1 hour.
6. Under Apply Hours to Goal(s) > Organization Goals select **PRACTICE LOG**
7. Check the box that begins: "The hours that I am submitting are accurate..."
8. Click SUMBIT at the bottom.

What Happens Next

Your Theology teacher will get an email asking to verify your hour of "service". After they verify the hour, Campus Ministry will approve the hour. Only then is your service hour successfully logged and counted towards your total hours. This is the method by which you will log all of your outside service hours and stewardship hours during the year.

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