**For Personal Projects, students are required to submit a Service-Learning Approval form online, prior to the Personal Project.**

**The form can be found at:**

https://forms.office.com/r/qeGWB1Rgh8

**Step 1: Copy and paste the URL above into your browser address bar.**

**Step 2: Complete the Service-Learning Approval Form**

**Step 3: Submit the form for approval to Mrs. Parker-Partee**

**Step 4: Mrs. Parker-Partee will email you with your approval or any corrections that need to be made.**

**Step 5: Complete your personal project, service-learning opportunity.**

**Step 6: At the completion of your project, create a personal project opportunity in X2vol. Be sure to use the correct email address for the individual who supervised your personal project.**

**Step 7: Your personal project contact person will verify your hours, and submit.**

**Step 8: Mrs. Parker-Partee will review your completed personal project submission and approve your hours**.

The Academy at Smith's Service-Learning webpage, can be found at **https://www.gcsnc.com/domain/16895**