

CSER STUDENT TRAINING DOCUMENT

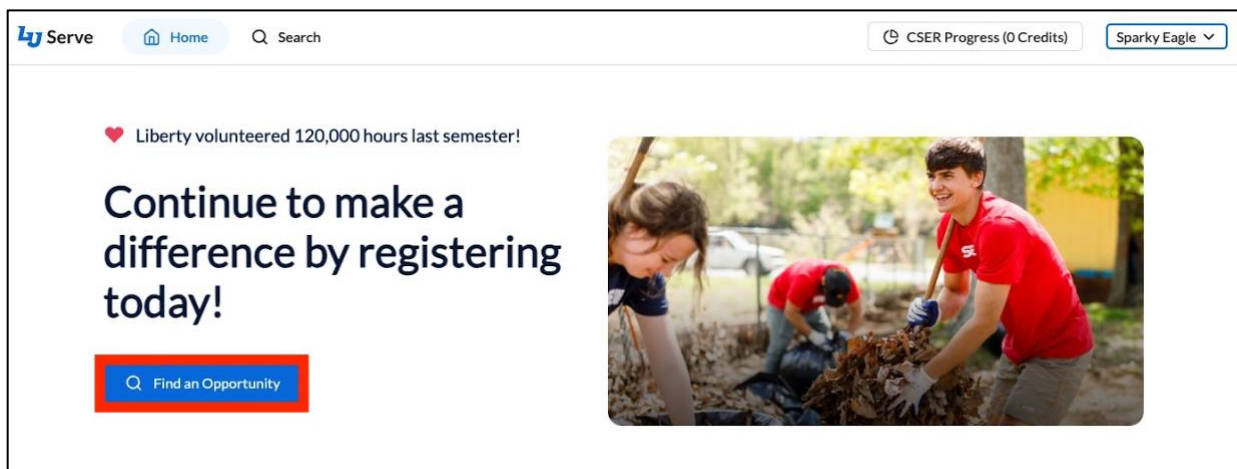
This training document will guide you on how to use the new **CSER Student Application**.

The document includes the following sections:

- [Student Dashboard Overview](#)
- [Registering and Logging Time for a CSER Opportunity](#)
- [Requesting a New Organization](#)
- [Dropping a CSER Registration](#)
- [Completing a CSER Evaluation](#)
- [Adding a Past Term CSER Registration](#)

STUDENT DASHBOARD OVERVIEW

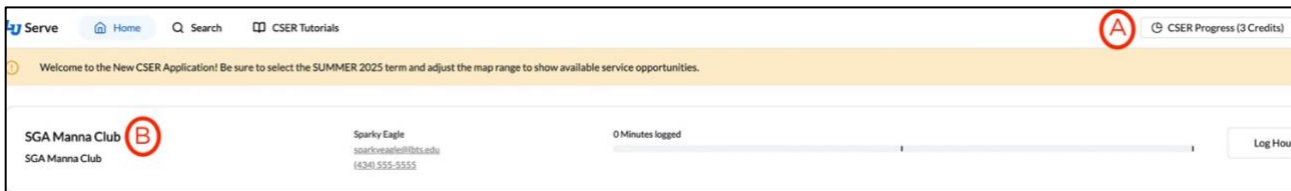
1. To access your **Student Dashboard**, go to <http://lu-serve.liberty.edu/> and sign in with your Liberty email and password.
2. To begin your search for volunteer opportunities, click **Find an Opportunity** on the CSER application welcome page.



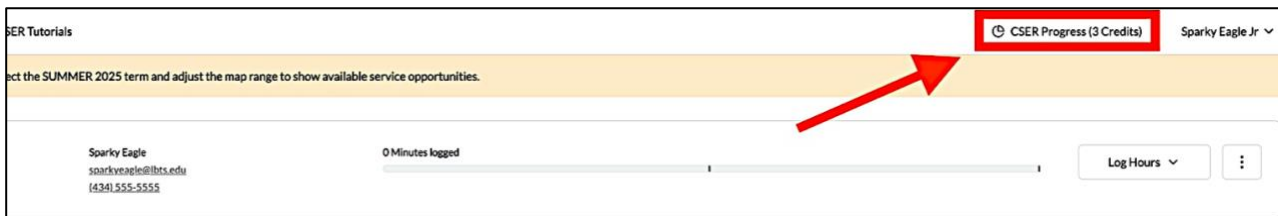
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3. On the CSER application homepage, you will see:

- A. Your current CSER Progress
- B. Any current or upcoming Serving Opportunities



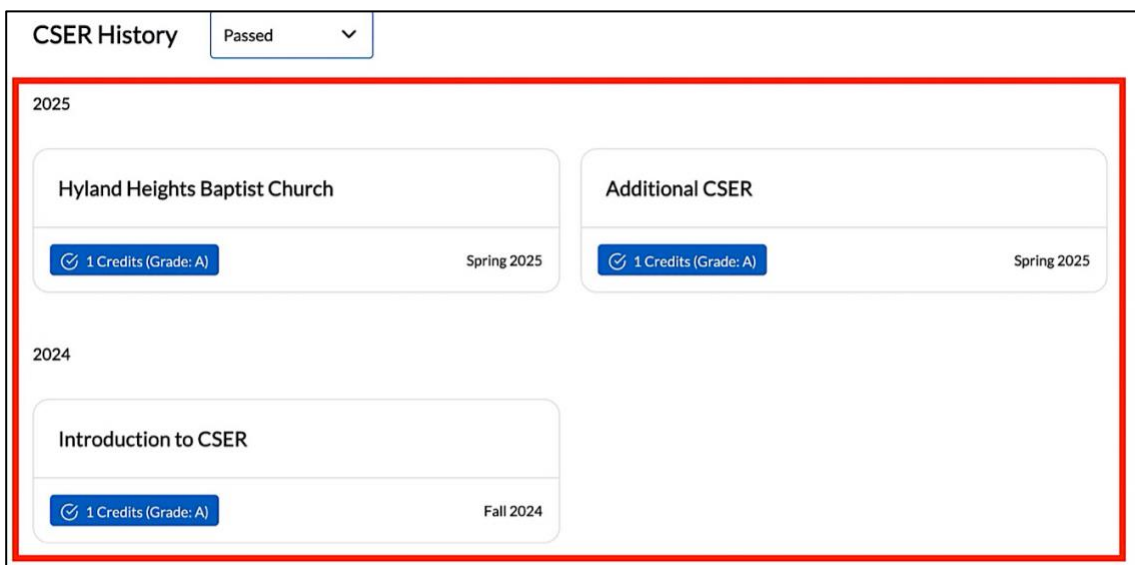
4. Click **CSER Progress** at the top of the page to review your CSER participation history.



5. The audit page will show how many credits you have completed, what is still in progress, and how many CSER credits are remaining/outstanding.




6. The **CSER History** section displays the serving opportunities associated with your registration history and the grades and credits you earned.






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7. The status menu allows you to choose a status (e.g., dropped) and see all CSER Opportunities related to the selected status. To change the **CSER History** status type, click the dropdown menu and select a status.



CSER History Passed ▾ 

2025

Hyland Heights Baptist Church	Additional CSER
 1 Credits (Grade: A) Spring 2025	 1 Credits (Grade: A) Spring 2025

CSER History Registered
✓ Passed
Failed
Dropped
Pending
Denied
Past Registration Pending Admin Review 

2025

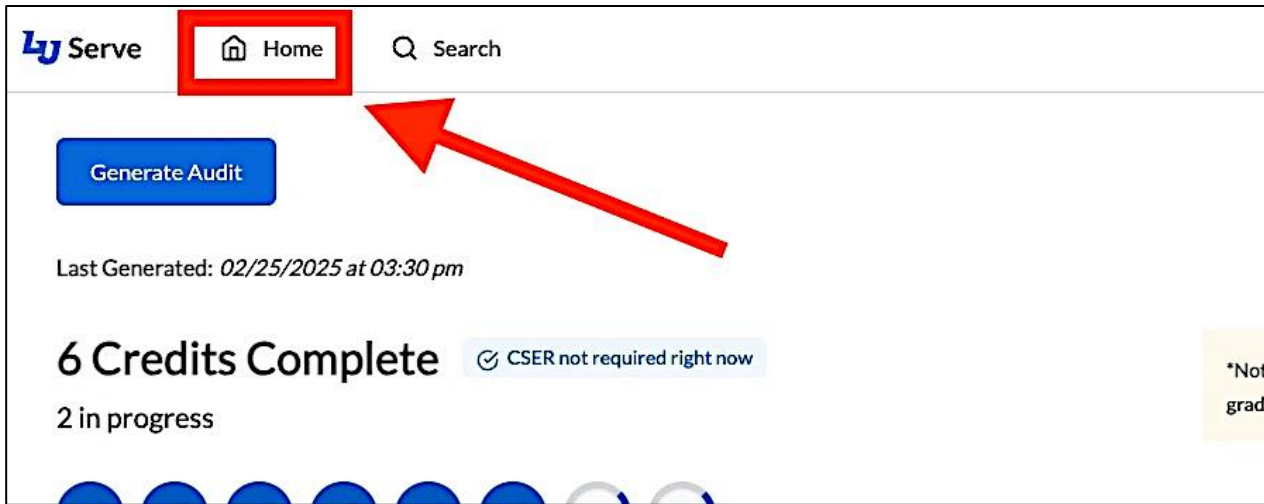
Hyland Heights Baptist Church	Additional CSER
 1 Credits (Grade: A) Spring 2025	 1 Credits (Grade: A) Spring 2025

8. To view your CSER history by term, scroll to the bottom of the page and review the **Term History** section.

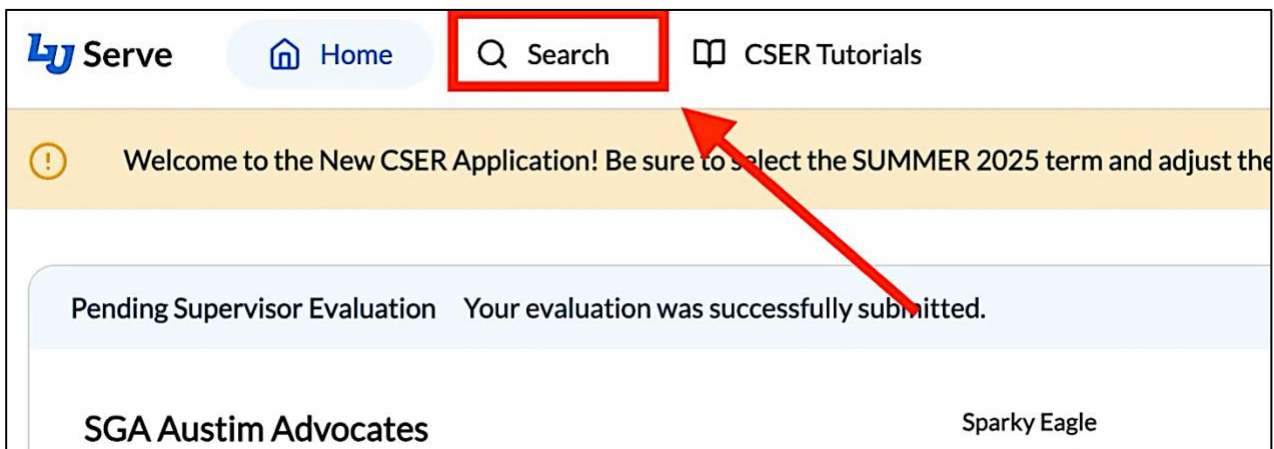
Term History	
Each term as a full-time resident undergraduate student requires 1 credit of CSER completed, up to a maximum of 8 credits.	
Spring 2025	1 Credit Required (1 Credit Earned)
Fall 2024	1 Credit Required (2 Credits Earned)
Spring 2024	1 Credit Required (0 Credits Earned)
Fall 2023	1 Credit Required (1 Credit Earned)

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9. To return to the application homepage, click **Home** at the top of your page.

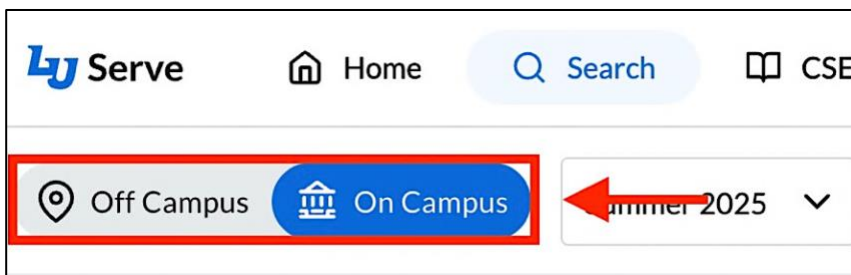


10. To search for a service, click **Search**.



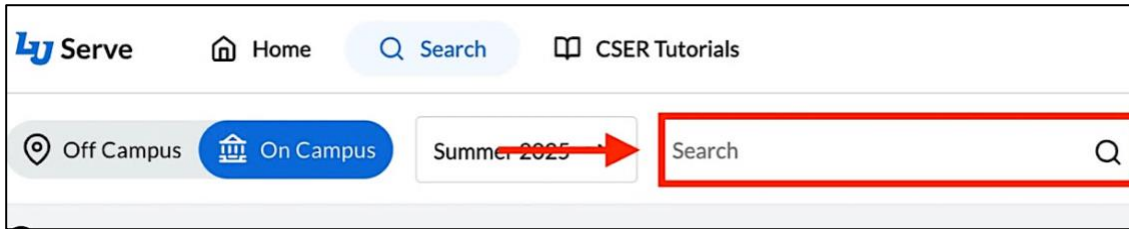
11. To browse opportunities for on or off-campus organizations, toggle the opportunity location by selecting **Off Campus** or **On Campus**.

Note: To receive more targeted service opportunities based on your location, please grant permission to access your approximate location for more accurate results upon logging into the application.



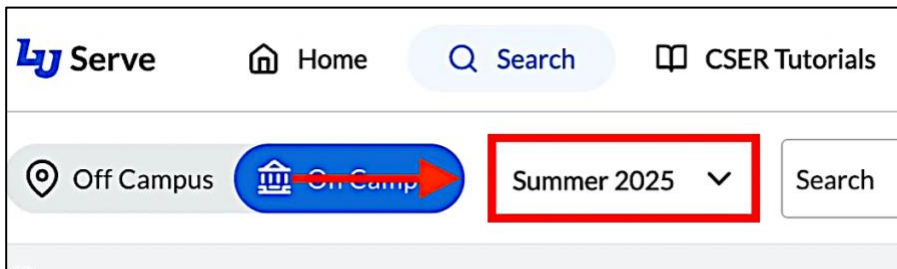
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12. To search for opportunities using the text search box, click the **Search** field and enter the keywords of the opportunity name, description, address, organization name, or the name and email of the lead supervisor.



The screenshot shows the top navigation bar of the Ly Serve website. It includes the Ly Serve logo, a Home icon, a Search icon, and a CSER Tutorials icon. Below the navigation bar, there are two tabs: 'Off Campus' and 'On Campus'. The 'On Campus' tab is selected. To the right of the tabs is a dropdown menu for 'Summer 2025' with a red arrow pointing to it. Further right is a search bar with the placeholder text 'Search' and a magnifying glass icon. The search bar is highlighted with a red box.

13. To search for opportunities using a different semester, click the **Semester** dropdown menu to select the term in which you plan to complete your service hours.



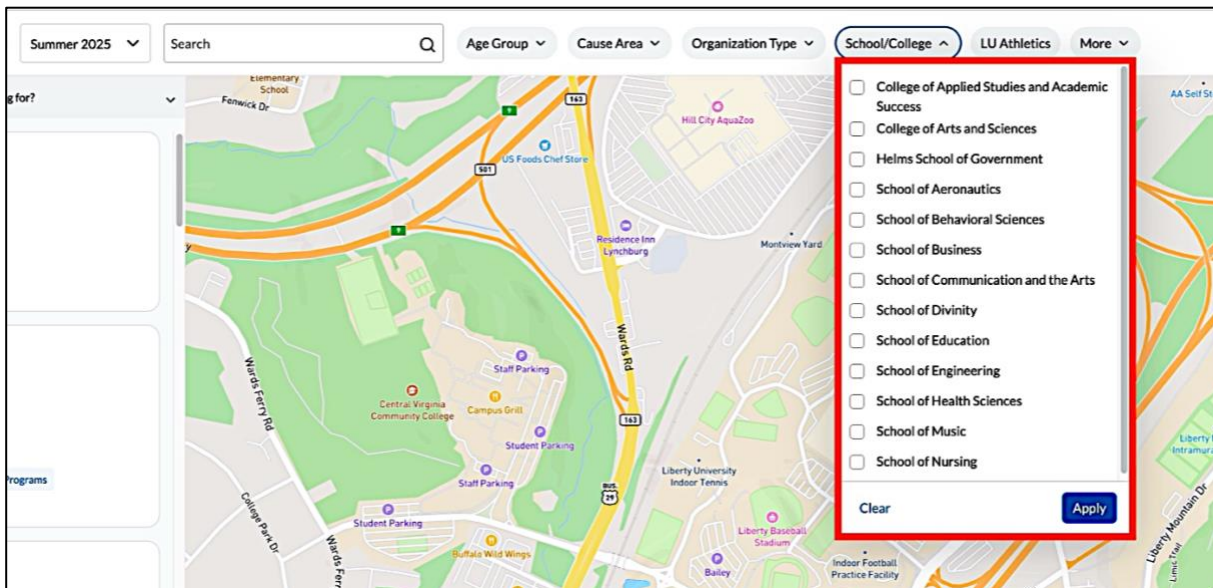
The screenshot shows the top navigation bar of the Ly Serve website. It includes the Ly Serve logo, a Home icon, a Search icon, and a CSER Tutorials icon. Below the navigation bar, there are two tabs: 'Off Campus' and 'On Campus'. The 'On Campus' tab is selected. To the right of the tabs is a dropdown menu for 'Summer 2025' with a downward arrow. This dropdown menu is highlighted with a red box. Further right is a search bar with the placeholder text 'Search'.

14. The search filters offer diverse options to assist you in finding meaningful serving opportunities.



The screenshot shows the search filters section of the Ly Serve website. It includes a search bar with the placeholder text 'Search' and a magnifying glass icon. To the right of the search bar are several filter options: 'Age Group', 'Cause Area', 'Organization Type', 'School/College', 'LU Athletics', and 'More'. These filter options are highlighted with a red box.

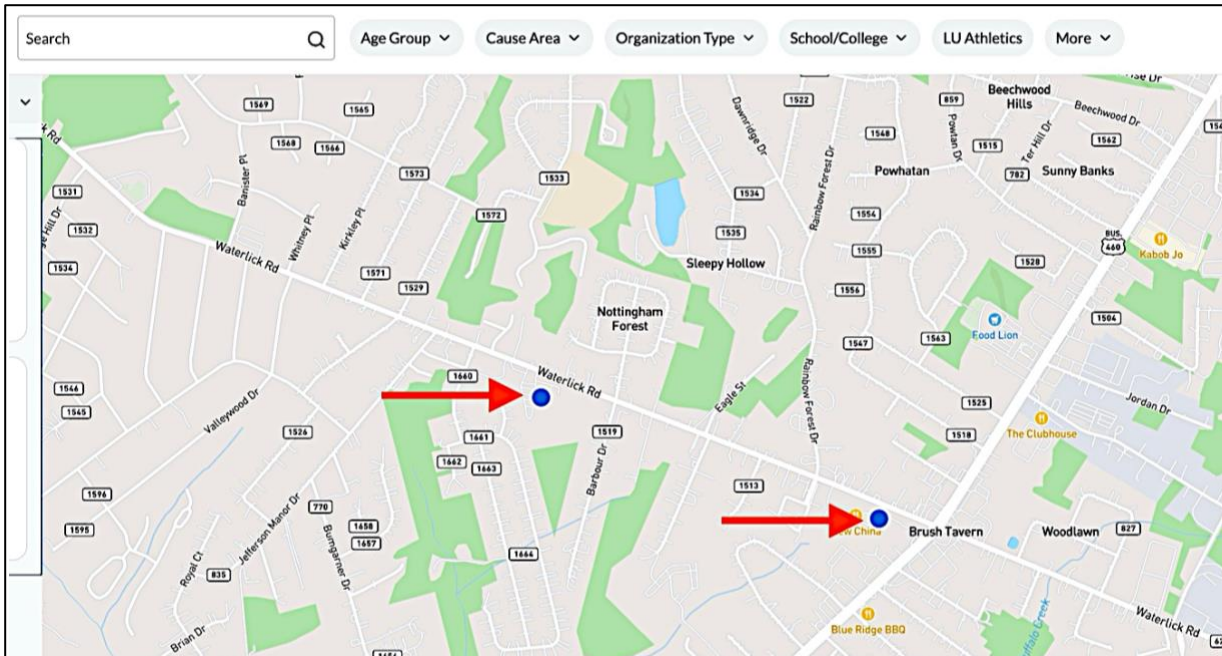
15. Click the **School/College** filter to search for opportunities associated with Liberty University's schools and colleges.



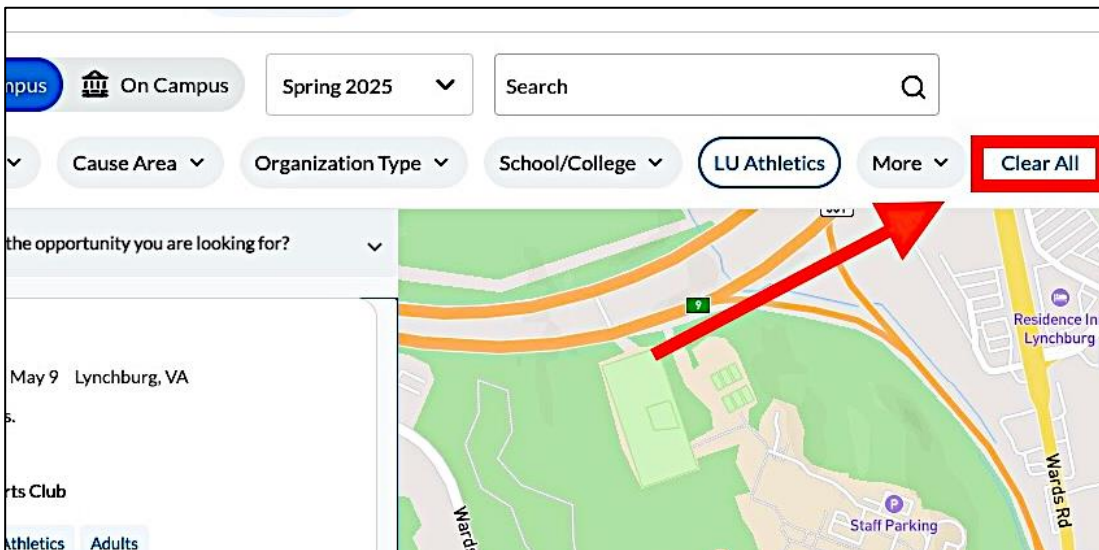
The screenshot shows the search filters section of the Ly Serve website. It includes a search bar with the placeholder text 'Search' and a magnifying glass icon. To the right of the search bar are several filter options: 'Age Group', 'Cause Area', 'Organization Type', 'School/College', 'LU Athletics', and 'More'. The 'School/College' filter is selected, and its dropdown menu is open, showing a list of schools and colleges. The dropdown menu is highlighted with a red box. The list includes: College of Applied Studies and Academic Success, College of Arts and Sciences, Helms School of Government, School of Aeronautics, School of Behavioral Sciences, School of Business, School of Communication and the Arts, School of Divinity, School of Education, School of Engineering, School of Health Sciences, School of Music, and School of Nursing. At the bottom of the dropdown menu are 'Clear' and 'Apply' buttons.

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16. The results will be displayed that fall within the boundaries of the map. If you're having trouble locating a specific opportunity, try moving or zooming out on the map.



17. To clear filters during your search, click **Clear All** to the right of the filter options.



REGISTERING AND LOGGING TIME FOR A CSER OPPORTUNITY

1. Once you have set your service parameters, locate the opportunity you want to select for registration.

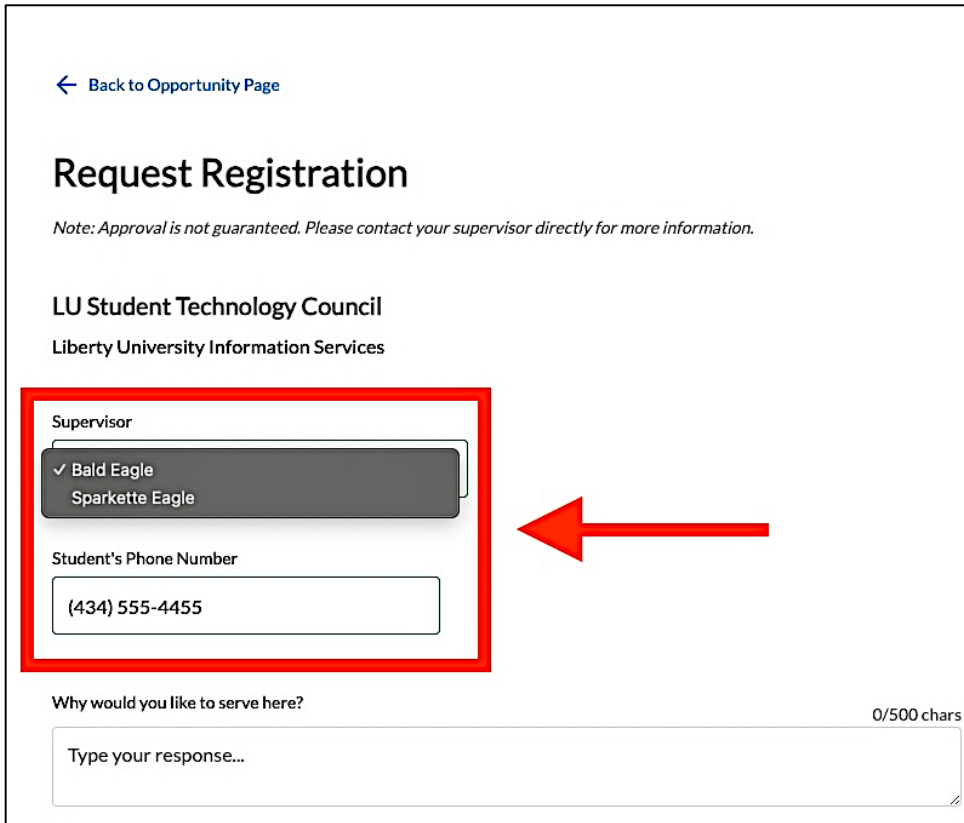
The screenshot shows the LUNSA website with a search bar and filters. The 'On Campus' filter is selected. The search results show several opportunities, including 'LUNSA', 'Simulation Center', 'Ticket Office Volunteer', 'Study Abroad | Custom Program CSER', 'LUSON Tours and Recruiting', 'LUNSA (PROMISE Project)', 'Summer Projects for the Liberty Champion', 'Christ Covenant Fellowship', and 'LU Campus Events (Summer 2025)'. The 'Christ Covenant Fellowship' opportunity is highlighted with a red box, and a red arrow points to it from the 'LUSON Tours and Recruiting' opportunity.

2. To load the registration form, click **Request Registration**.

The screenshot shows the SGA Autism Advocates registration form. The form includes a title 'SGA Autism Advocates', a location 'Green Hall', an address '1971 University Blvd.', and a date range 'May 12 - August 15'. A red arrow points to the 'Request Registration' button. Below the button, there is a text box with the following text: 'You can serve multiple organizations, but you can only earn up to two (2) CSER credits per organization per term. Approval is not guaranteed. If you completed this opportunity in a previous term, fill out a [past term registration](#). (Available starting in Fall 2025.)' Below this text, there is a section for the Lead Supervisor, Sparky Eagle, with the email address sparkyeagle@lbts.edu and the phone number (434) 555-5555.

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3. The form will automatically load a supervisor and your phone number. To make changes, click the **Supervisor** dropdown menu to choose a different supervisor, if available, or edit your phone number in the **Student's Phone Number** field.



[← Back to Opportunity Page](#)

Request Registration

Note: Approval is not guaranteed. Please contact your supervisor directly for more information.

LU Student Technology Council
Liberty University Information Services

Supervisor

✓ Bald Eagle
Sparkette Eagle

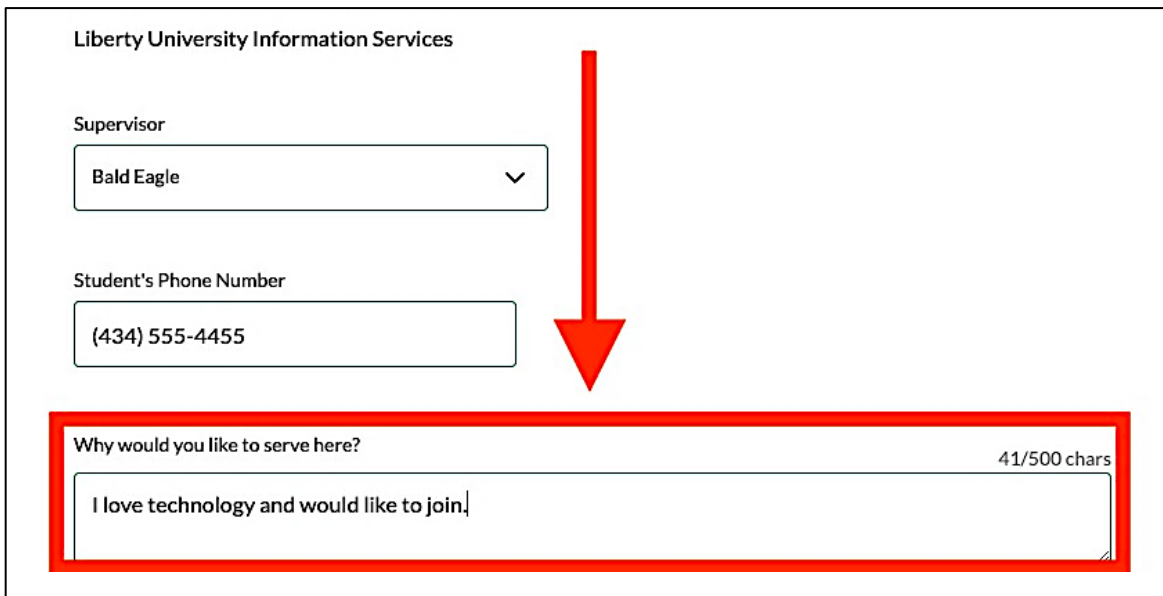
Student's Phone Number

(434) 555-4455

Why would you like to serve here? 0/500 chars

Type your response...

4. Fill in the **Why would you like to serve here?** field with the reason for your registration request.



Liberty University Information Services

Supervisor

Bald Eagle ▼

Student's Phone Number

(434) 555-4455

Why would you like to serve here? 41/500 chars

I love technology and would like to join

5. Type your initials in the **Initial Here** boxes under the **Initial the following to agree** section.

Initial the following to agree:

I have reviewed the [CSER Policies and Procedures](#) and acknowledge that my registration must be approved before I serve.

SE

Initial Here

I must volunteer at least 20 hours for one credit and 40 hours for two credits within the term with this same organization.

SE

Initial Here

I may not receive more than two CSER credits with this organization in a single term.

SE

Initial Here

6. Review the CSER service agreement and verify that you agree with the policy. Type your name into the **Type Your Signature** field. Then, click **Submit Registration** to complete the registration process.

I am not employed by this organization (or LU Department) and will not earn any of the following for the same service hours:*

- Monetary compensation
- Academic credit
- A scholarship
- Fulfillment of court-ordered community service
- Volunteer service at their place of employment*

*Due to the Fair Labor Standards Act, students are ineligible to receive CSER credit with organizations or departments at which they are employed.

SE


Initial Here

Type Your Signature

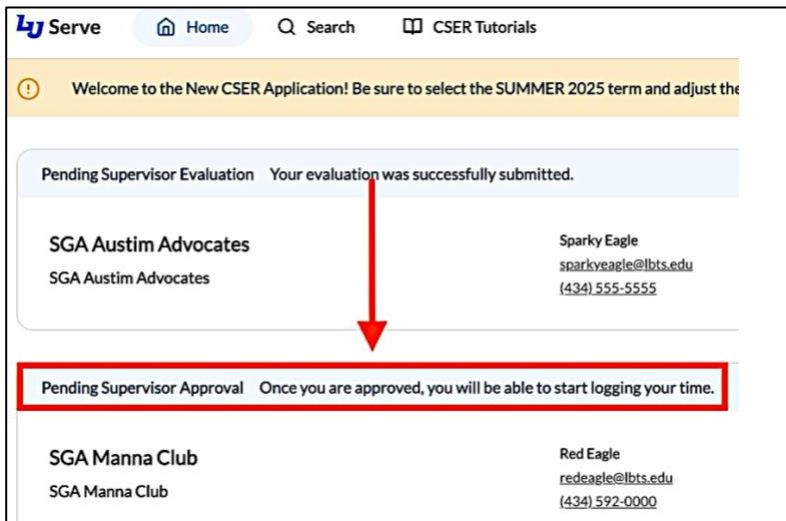
Sparky Eagle

By signing this registration you are agreeing to the [CSER Policies and Procedures](#) .

Submit Registration



- You will be returned to your homepage, where you will see the **Pending Supervisor Confirmation** status for the requested opportunity.

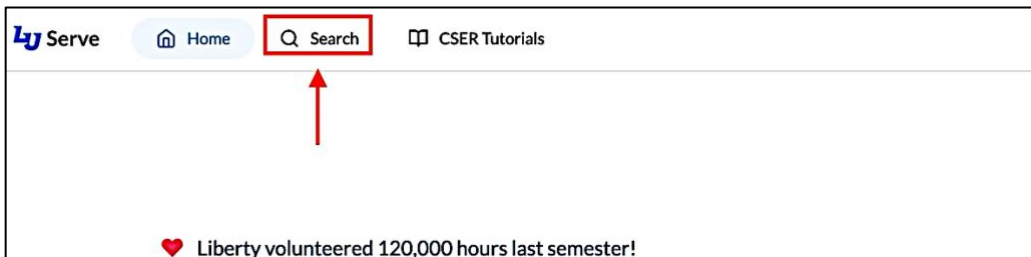


REQUESTING A NEW ORGANIZATION

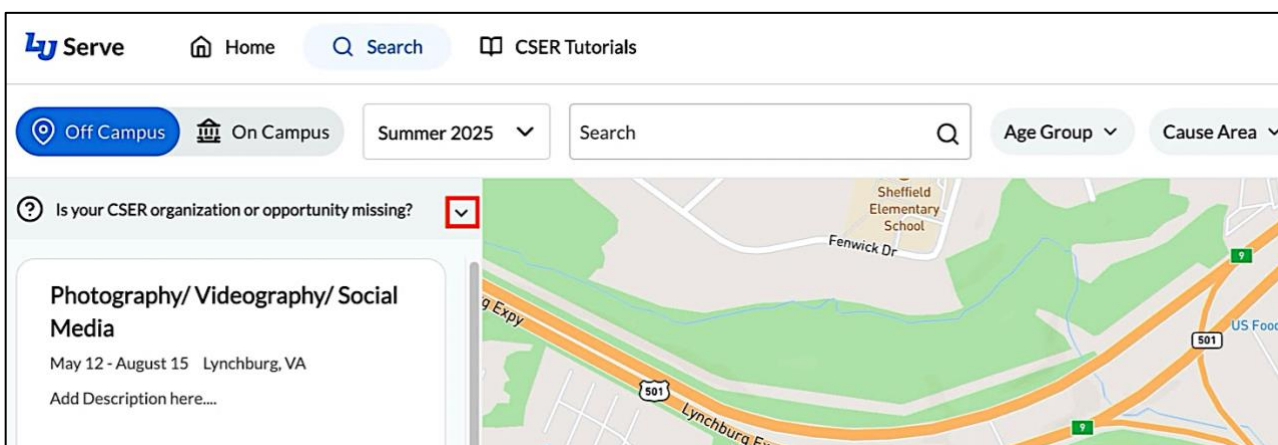
Note: After you submit the form, the supervisor will receive an email with instructions on how to complete the setup. Both the organization and its volunteer opportunity must be fully approved by LU Serve before you can submit your CSER registration request.

If the organization you want to serve with is not listed in the CSER application, you can request to have it added by following these steps:

- Click **Search** at the top of your screen.

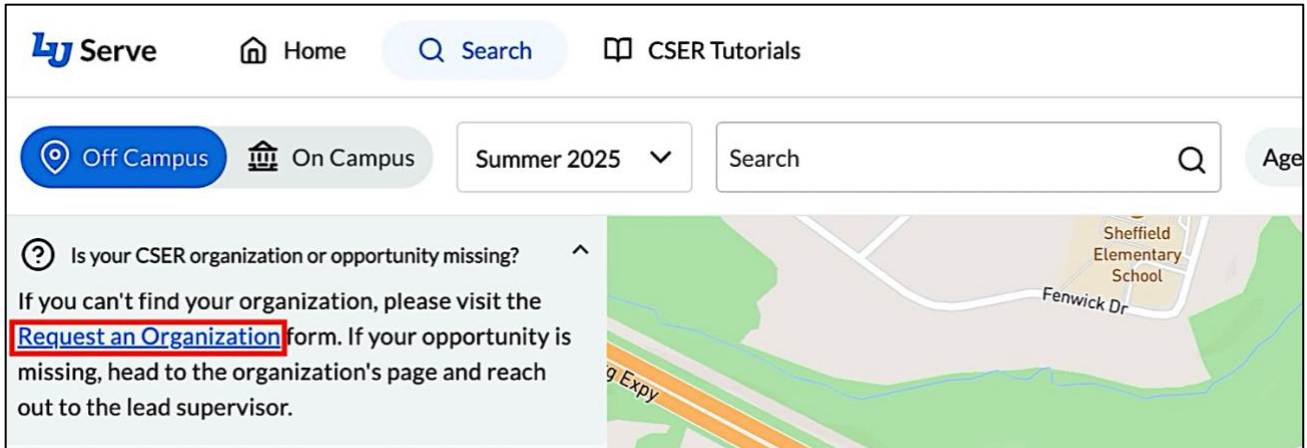


- Click the arrow next to **Is your CSER organization or opportunity missing?** to expand the section and view more details.



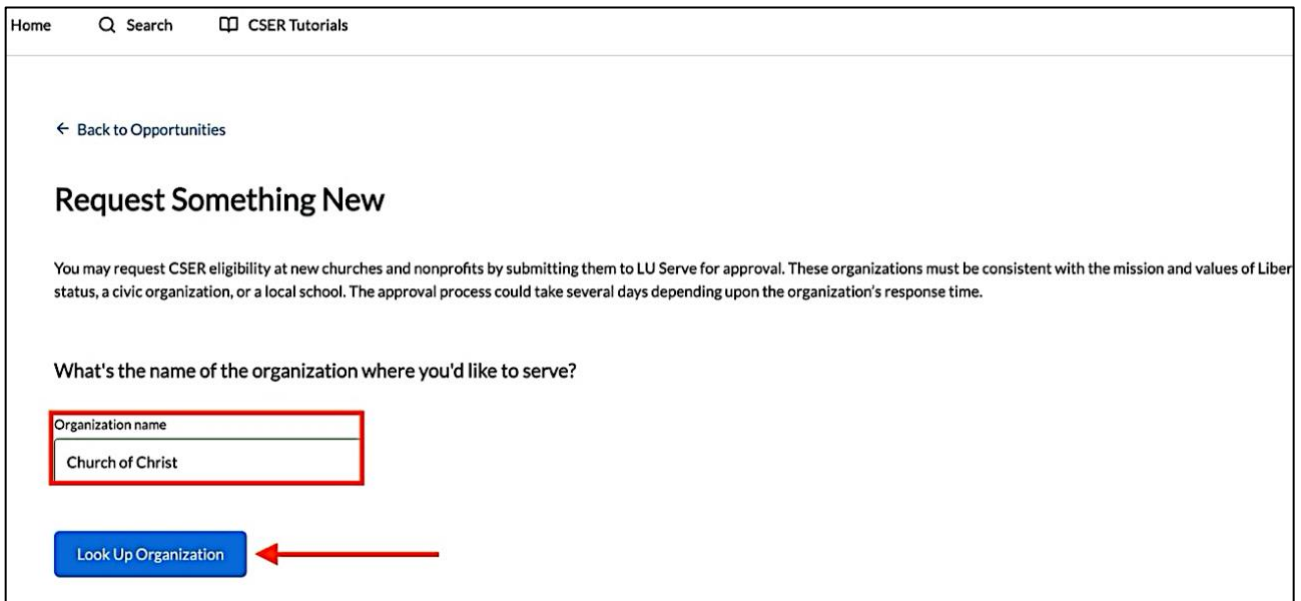
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3. Click the **Request an Organization** link to open the request form.



The screenshot shows the LU Serve website interface. At the top, there is a navigation bar with the LU Serve logo, a Home icon, a Search bar, and a CSER Tutorials icon. Below this, there are filters for 'Off Campus' (selected) and 'On Campus', a 'Summer 2025' dropdown menu, and a search bar. A notification banner on the left asks if the user's CSER organization or opportunity is missing, and it highlights the 'Request an Organization' link in a red box. To the right of the banner is a map showing the location of Sheffield Elementary School and Fenwick Dr.

4. In the **Organization name** field, type the name of the organization and click **Look Up Organization**.



The screenshot shows the 'Request Something New' form on the LU Serve website. The form has a title 'Request Something New' and a subtitle 'You may request CSER eligibility at new churches and nonprofits by submitting them to LU Serve for approval. These organizations must be consistent with the mission and values of Liberty University, a civic organization, or a local school. The approval process could take several days depending upon the organization's response time.' Below this, there is a question 'What's the name of the organization where you'd like to serve?' and a text input field labeled 'Organization name' with the text 'Church of Christ' entered. A red box highlights the input field. Below the input field is a blue button labeled 'Look Up Organization' with a red arrow pointing to it.

5. If the organization appears in the results, select it and click **Continue**. This will open up a new page.

What's the name of the organization where you'd like to serve?

Organization name

Church of Christ

This organization may already be in our system, select the correct organization to continue:

☒ One in Christ Church
Forest, VA

☐ Cornerstone Church of Christ
Chatham, VA

☐ New Beginnings in Christ Church
Graham, NC

☐ I do not see my organization

Continue

- A. Click **View Organization Page** to review details about the organization
- B. Under the **What did you need help with?** section, select the type of support you need for this organization request

One in Christ Church

Forest, VA

[View Organization Page](#)

What did you need help with?

☐ I do not see my supervisor listed

☐ I do not see a specific opportunity listed

Q New Lookup

6. If the organization does not appear in the search results, select **I do not see my organization** and click **Continue**.

What's the name of the organization where you'd like to serve?

Organization name

Church of Christ

This organization may already be in our system, select the correct organization to continue:

- ☐ One in Christ Church
Forest, VA
- ☐ Cornerstone Church of Christ
Chatham, VA
- ☐ New Beginnings in Christ Church
Graham, NC
- ☒ I do not see my organization

Continue

7. To search for a supervisor:
- A. Enter the organization's **Website**
 - B. Choose the **organization type**
 - C. Provide the **name** or **email** of the **Lead Supervisor**

Organization Website

websiteaddress.org

What type of organization is this?

- ☐ 501(c)(3) Nonprofit
- ☒ Church
- ☐ Civic Organization
- ☐ Liberty University Department
- ☐ Other

Lead Supervisor Last Name or Email

Sparky Eagle

Look Up Supervisor

8. Click **Look Up Supervisor**.

☐ 501(c)(3) Nonprofit

☒ Church

☐ Civic Organization

☐ Liberty University Department

☐ Other

Lead Supervisor Last Name or Email

Sparky Eagle

Look Up Supervisor

9. If the supervisor is not in the system, enter their:

- A. **First and Last Name**
- B. **Email address**
- C. **Phone number**

We did not find a match for your supervisor. We'll need some information to add them.

First Name

Sparky

Last Name

Eagle

Email

sparkyeagle@liberty.edu

☐ Supervisor prefers a different contact email.

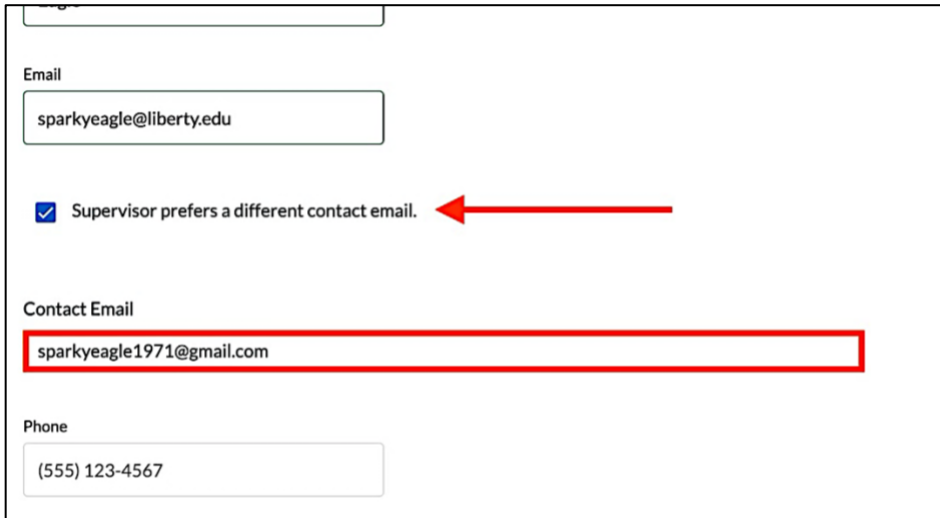
Phone

4345822000

Submit Request

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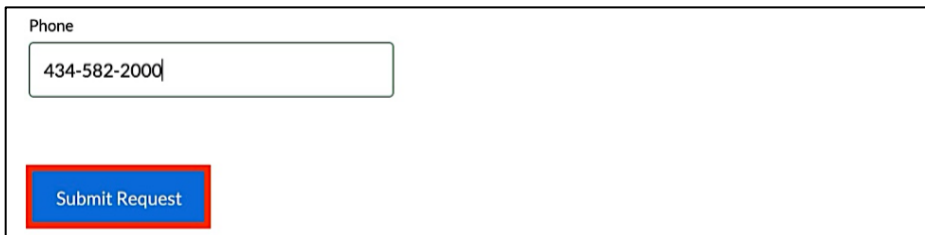
10. If the supervisor prefers to be contacted at a different email address, check the box labeled **Supervisor prefers a different contact email** and enter the preferred email.



A screenshot of a web form for contact information. The form contains the following fields and elements:

- Email:** A text box containing "sparkyeagle@liberty.edu".
- Supervisor prefers a different contact email:** A checkbox that is checked, with a red arrow pointing to it from the right.
- Contact Email:** A text box containing "sparkyeagle1971@gmail.com", which is highlighted with a red rectangular border.
- Phone:** A text box containing "(555) 123-4567".

11. Click **Submit Request** to complete your submission.



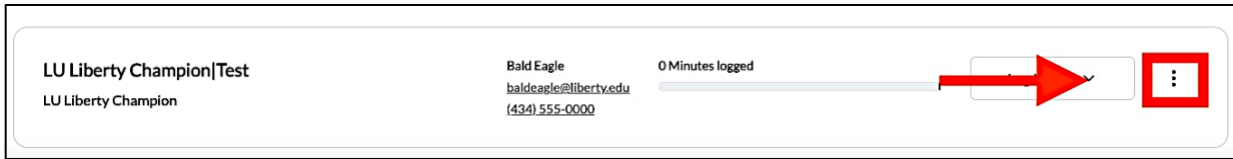
A screenshot showing the bottom portion of the contact form. It includes:

- Phone:** A text box containing "434-582-2000".
- Submit Request:** A blue button with white text, highlighted with a red rectangular border.

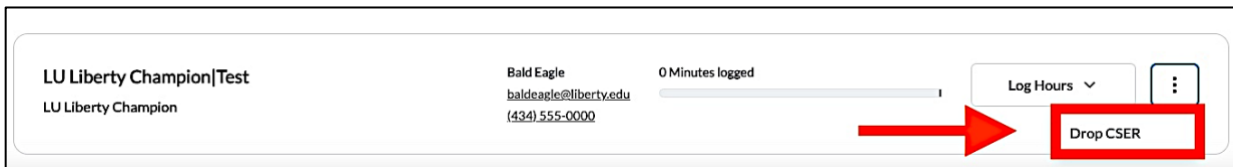
DROPPING A CSER REGISTRATION

Note: If you cannot complete your CSER opportunity, you may drop it. Your supervisor will receive a notification that you have dropped your registration.

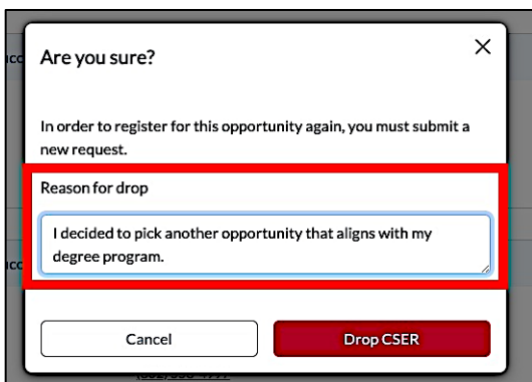
1. To drop a CSER registration, navigate to the opportunity and click the **three-dot** menu on the right side of the screen.



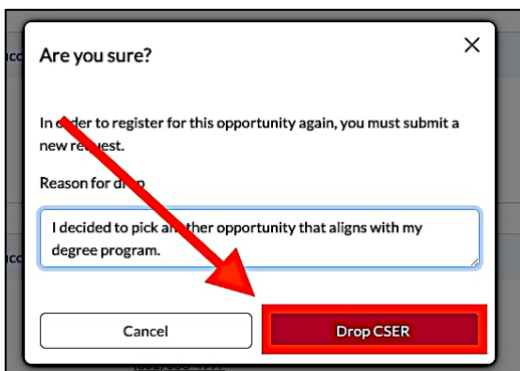
2. Select the **Drop CSER** option from the dropdown menu.



3. A dialogue box will appear. Enter why you are dropping the registration in the **Reason for drop** field.



4. Click **Drop CSER** to confirm the dropping process.



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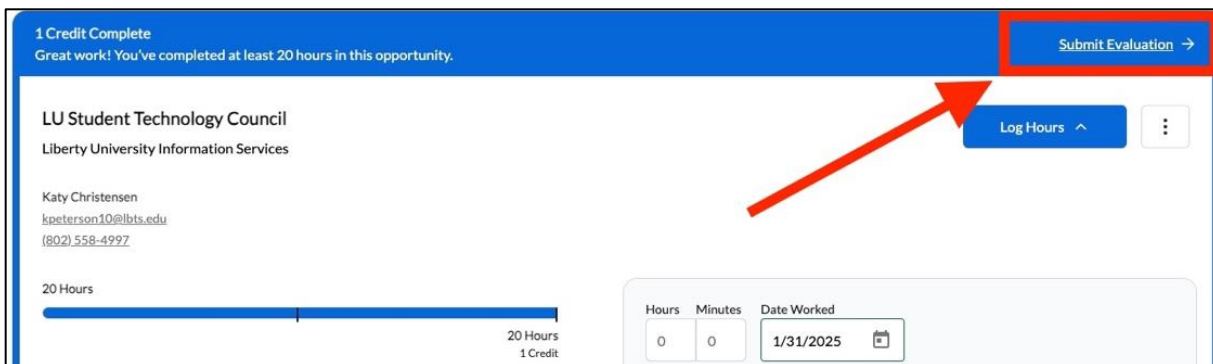
5. You will receive a message at the bottom of your screen that the **CSER dropped successfully**.



COMPLETING A CSER EVALUATION

Note: You must log at least 20 hours before you can submit your CSER evaluation.

1. To submit an evaluation, locate the opportunity and click **Submit Evaluation** on the top right of your screen.



2. Select the appropriate rating for each **Personal Reflection** section. Once all ratings are selected, click **Continue** to move to the **Why did you choose this CSER Opportunity** section.

Personal Reflection

LU Serve's CSER program strives to develop student along four core values: Character, Community, Curriculum, and Career. We want students to serve with organizations and supervisors that exemplify these values.

Please rate your agreement with the following:

	Strongly Disagree	Somewhat Disagree	Neither Agree or Disagree	Somewhat Agree	Strongly Agree
This CSER challenged me to develop stronger moral/spiritual character.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
This CSER allowed me to make an important impact in the community.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
This CSER is directly related to my academic major or minor.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Through this CSER, I gained skills that will help me in my future career.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

[Continue →](#)

3. Select the appropriate reason for choosing this CSER opportunity. Once all options are selected, click **Continue** to proceed to the **Supervisor** and **Organization** rating section.



Why did you choose this CSER Opportunity?

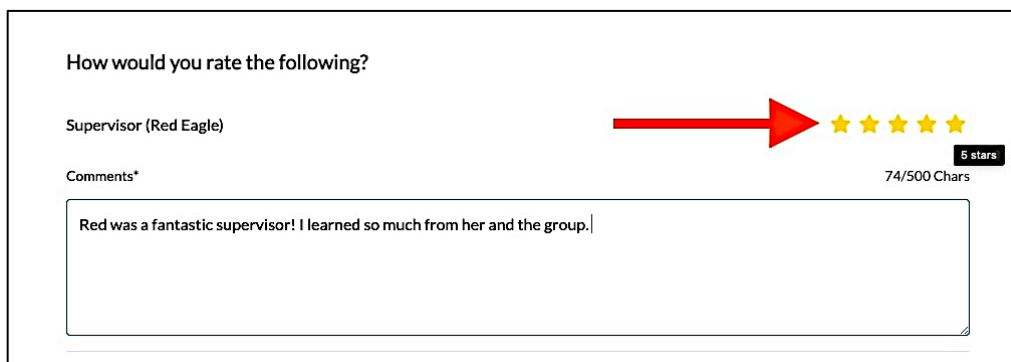
Check all that apply:

- ☐ I was interested in learning something new or different
- ☐ I saw a need and I filled it
- ☐ It was recommended by a friend
- ☐ It was conveniently located
- ☐ I found it on the website
- ☒ I wanted to serve under this supervisor
- ☒ It relates to my major or minor
- ☐ I was able to complete my hours in a short period of time
- ☐ It relates to my future career interests
- ☒ It was fun
- ☐ I am passionate about this area of service
- ☐ Other:

[← Previous](#) [Continue →](#)

4. To rate the supervisor of the serving opportunity, select the appropriate rating from one star(poor) to five stars(great) next to the **Supervisor's** name and enter any comments in the **Comments** field.

Note: The supervisor and organization ratings are for internal use only by LU Serve and will not be visible by the supervisor.



How would you rate the following?

Supervisor (Red Eagle) ★ ★ ★ ★ ★ 5 stars

Comments* 74/500 Chars

Red was a fantastic supervisor! I learned so much from her and the group.

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5. To rate the organization of the serving opportunity, select the appropriate rating from one star(poor) to five stars(great) next to the **Organization** name.



Organization (Liberty University Information Services)

← Previous

Continue →

6. Click **Continue** to move on to the **Volunteer Evaluation** section.

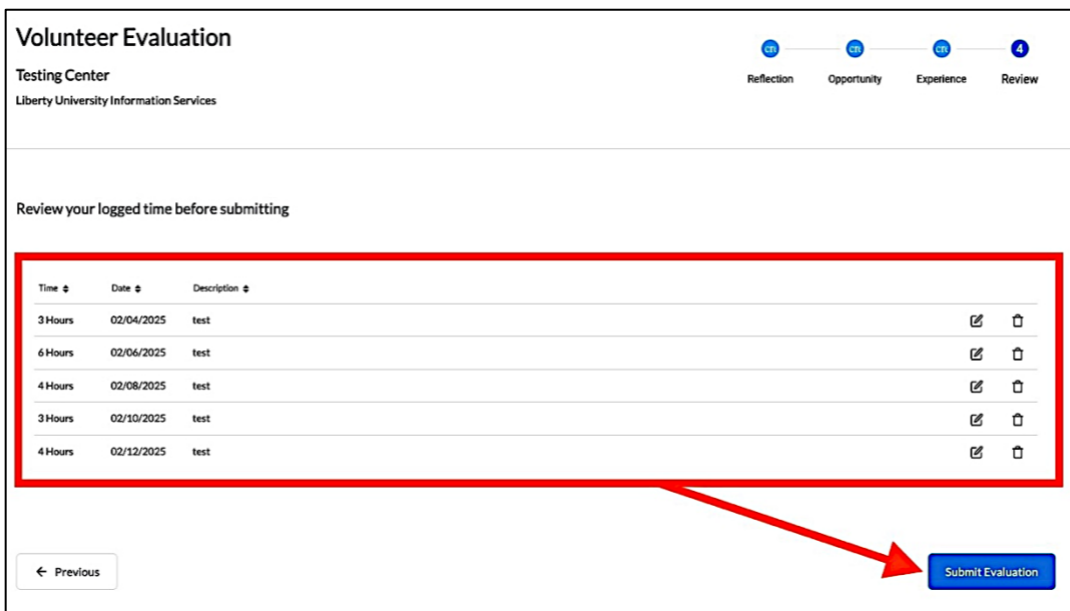


Organization (Liberty University Information Services)

← Previous

Continue →

7. Review your logged time before submitting the CSER Volunteer Evaluation. To finish the submission process, click **Submit Evaluation**.



Volunteer Evaluation

Testing Center
Liberty University Information Services

Reflection Opportunity Experience **Review**

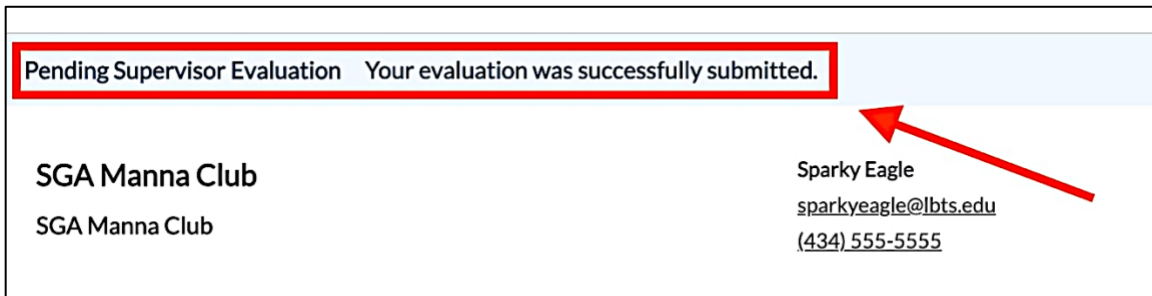
Review your logged time before submitting

Time	Date	Description		
3 Hours	02/04/2025	test		
6 Hours	02/06/2025	test		
4 Hours	02/08/2025	test		
3 Hours	02/10/2025	test		
4 Hours	02/12/2025	test		

← Previous

Submit Evaluation

8. Once you have submitted your evaluation, you will be taken back to your homepage, which will show the **Pending Supervisor Confirmation** status for the submitted evaluation.



Pending Supervisor Evaluation Your evaluation was successfully submitted.

SGA Manna Club
SGA Manna Club

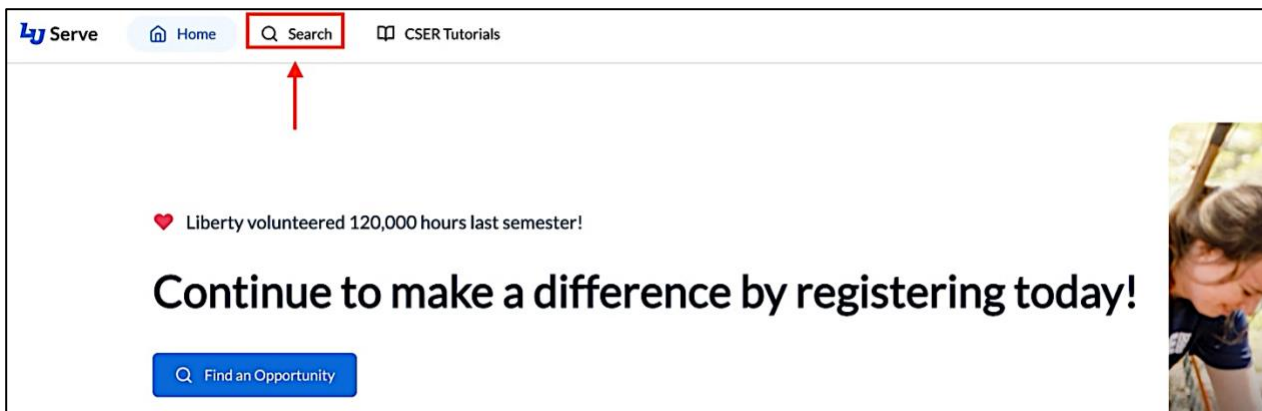
Sparky Eagle
sparkyeagle@lbts.edu
(434) 555-5555

ADDING A PAST TERM CSER REGISTRATION

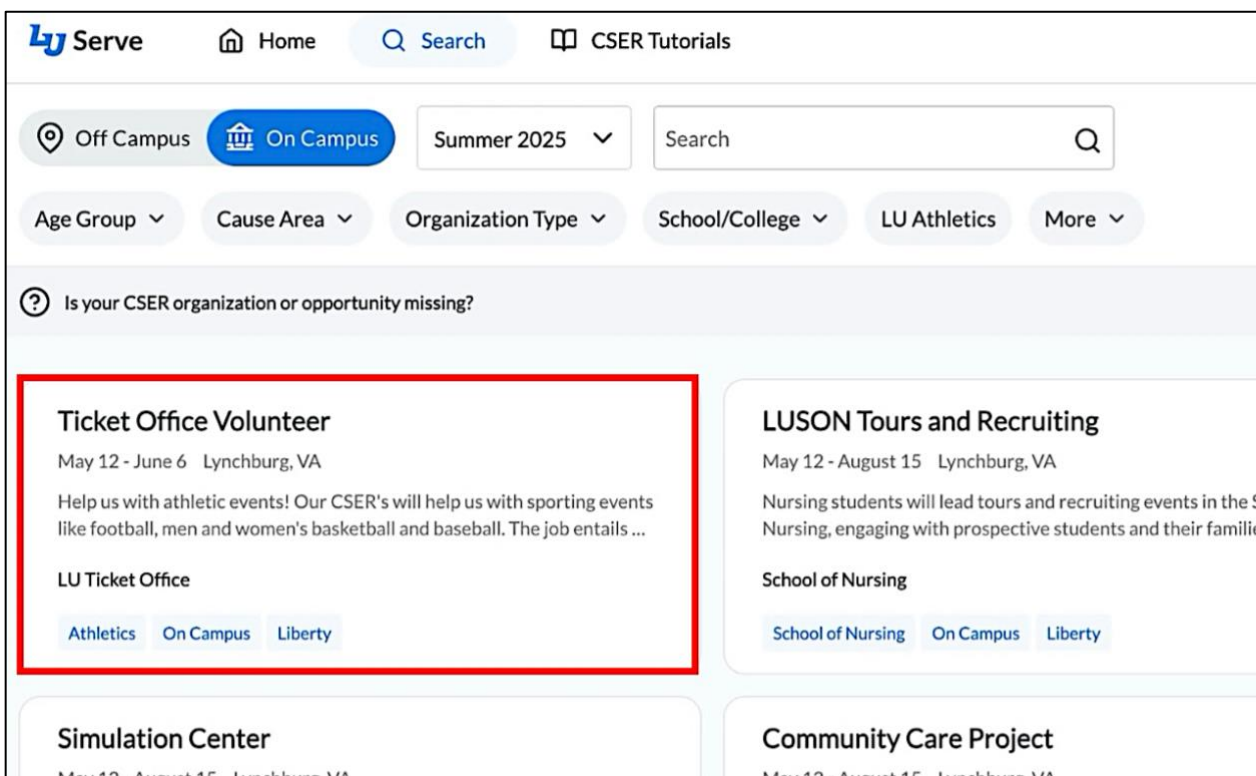
A past term registration is used when you have finished a CSER opportunity in a previous semester but did not register for or submit it at that time. The steps below outline the process for submitting the request.

Note: Credit can only be awarded for terms after you have started as a student at Liberty University. When requesting multiple past-term registrations, you must submit them one at a time. Submitting several at once may result in denial if the organization is not CSER-eligible and could cause duplicate organization entries. Once your first past term registration is approved, you may submit additional requests.

1. To search for a CSER opportunity, click **Search** in the CSER portal and select the opportunity where you completed your service.



2. Click the title to open the opportunity.



3. After opening the selected opportunity, click the **Past Term Registration** link.

Request Registration

You can serve multiple organizations, but you can only earn up to two (2) CSER credits per organization per term.

Approval is not guaranteed. If you completed this opportunity in a previous term, fill out a [past term registration](#). (Available starting in Fall 2025.)

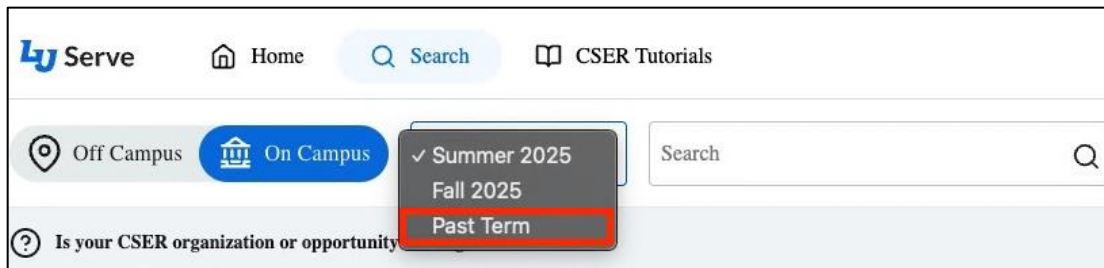
Lead Supervisor

4. To access the form in other ways, see below:

- Click on your profile in the top right corner of the screen and select **Past Term Registration**




- Select **Past Term** in the term dropdown menu on the Search page.



5. From the corresponding dropdown menu, select the year and term that you served, then click **Continue**.

Past Term Registration

For previously completed opportunities

 You will be charged a \$10 fee on your account for past term registrations.

Before you register for a service in a past term...

You must have completed at least 20 CSER hours during the term selected below. For additional information, please review the [CSER Student Policy Handbook](#) to ensure your registration request meets all required guidelines. Requests that don't meet these requirements will not be approved.

Select a year of service:

2024

Select a term to register for the service:

Fall 2024

Continue →

6. The organization's details will automatically populate.

Organization Name

LU Ticket Office

Organization Website

https://www.liberty.edu/tickets/

This organization might already be registered:

Please check the existing organization pages for more information. If none of these match the organization you were looking for, you may use this form to request a new organization.

LU Ticket Office
Lynchburg, VA

[View Page](#)

× [Clear Selection](#)

What type of organization is this?

☐ Church

☐ 501(c)(3) Nonprofit

☐ Civic Organization

☐ Other

7. To search for the organization, enter the organization's name in the **Organization Name** field.

What organization did you serve at?

Organization Name

Grace Church

This organization might already be registered:
Please check the existing organization pages for more information. If none of these match the organization you were looking for, you may use this form to request a new organization.

Grace Evangelical Free Church Lynchburg Grace Fellowship Church

8. If the organization appears in the registered results, select it to auto-populate the **Organization Website** and **Organization Type** fields.

What organization did you serve at?

Organization Name

Grace Church

This organization might already be registered:
Please check the existing organization pages for more information. If none of these match the organization you were looking for, you may use this form to request a new organization.

Grace Evangelical Free Church Lynchburg View Page Grace Fellowship Church View Page
Madison Heights, VA Timonium, MD

9. If it does not appear, manually enter the organization's information in the **Organization Website** field and select the organization type. Then, click **Continue**.

Organization Website

samplewebsite.org

What type of organization is this?

☒ Church

☐ 501(c)(3) Nonprofit

☐ Civic Organization

☐ Other

☐ Liberty University

← Previous Continue →

10. Use the **Select Supervisor** dropdown menu to choose your supervisor.

Past Term Registration

For previously completed opportunities

Organization **Supervisor** Reflection Experience Review

Add Supervisor Information:
Please fill out the fields below to add a supervisor to the new organization. If suggestions appear for supervisors who are not associated with the organization, select the supervisor that corresponds to your time of service; otherwise, continue with the form.

Select Supervisor

Select a Supervisor ▼

Sparky Eagle - 434-582-2000
sparkyeagle1971@gmail.com

Check this box if entering a new supervisor

We'll need some more information to add this supervisor.

First Name

Last Name

11. If the supervisor is not listed, check **Add New Supervisor** and enter their information manually and click **Continue**.

Add Supervisor Information:
Please fill out the fields below to add a supervisor to the new organization. If suggestions appear for supervisors who are not associated with the organization, select the supervisor that corresponds to your time of service; otherwise, continue with the form.

Select Supervisor

Select a Supervisor ▼

☒ **Add New Supervisor**

We'll need some more information to add this supervisor.

First Name
Sparky

Last Name
Eagle

Email
sparkyeagle@gmail.com

Phone
434-582-2000

← Previous Continue →

12. Complete the **Personal Reflection** evaluation and click **Continue**.

Past Term Registration

For previously completed opportunities

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OrganizationSupervisorReflectionExperienceReview

Personal Reflection

LU Serve's CSER program strives to develop student along four core values: Character, Community, Curriculum, and Career. We want students to serve with organizations and supervisors that exemplify these values.

Please rate your agreement with the following:

	Strongly Disagree	Somewhat Disagree	Neither Agree nor Disagree	Somewhat Agree	Strongly Agree
This CSER challenged me to develop stronger moral/spiritual character.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
This CSER allowed me to make an important impact in the community.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
This CSER is directly related to my academic major or minor.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Through this CSER, I gained skills that will help me in my future career.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

← Previous

Continue →

13. Rate your **Supervisor** and add a short explanation about your experience in the **Comments** field.

How would you rate the following?

**Please note that the supervisor and organization ratings are for internal use only by LU Serve and will not be visible to the supervisor.*

Supervisor (Sparky Eagle)

★★★★★

Comments

58 / 500

Sparky was an amazing mentor and I loved serving with him!

Organization (Grace Church)

★★★★★

← Previous

Continue →

14. Rate the **Organization** and click **Continue**.

How would you rate the following?

**Please note that the supervisor and organization ratings are for internal use only by LU Serve and will not be visible to the supervisor.*

Supervisor (Sparky Eagle)

★★★★★

Comments

58 / 500

Sparky was an amazing mentor and I loved serving with him!

Organization (Grace Church)

★★★★★

← Previous

Continue →

15. In the **Service Description** field, describe your responsibilities and level of involvement.

Past Term Registration

For previously completed opportunities

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OrganizationSupervisorReflectionExperienceReview

Describe your opportunity

Please provide details of what you did for this CSER organization. Include any personal responsibilities you had and any additional information about your service that describes the type of work done. Insufficient information will result in the denial of your request and will require resubmission.

Service Description

665 / 1000

As a volunteer at the church, I assisted with a variety of activities that supported both weekly services and community outreach efforts. My responsibilities included helping with event setup and cleanup, greeting and directing attendees, assisting with children's ministry programs, and providing general administrative support. I also participated in service projects organized by the church, which aimed to support local families and charitable organizations. Through this experience, I developed strong communication skills, demonstrated reliability, and contributed to creating a welcoming and organized environment for both congregation members and visitors.

16. Log each of your service hours, including a short summary of the task completed for each entry.

Log all time worked for this opportunity

Please record all instances of volunteering with the amount of time worked, date you worked and a brief description of the work done that day.

HoursMinutesDate WorkedDescription

009/15/2024

Log Time

Time	Date	Description		
2 Hours	08/19/2024	Assisted with cleaning after the service		
3 Hours	08/20/2024	Assisted with youth group		
5 Hours	08/24/2024	Assisted with cleaning the building		
2 Hours	08/25/2024	Assisted with kids ministry		
4 Hours	08/31/2024	Assisted with cleaning the building		
2 Hours	09/08/2024	Assisted with youth group		
2 Hours	09/15/2024	Assisted with youth group		







You qualify for 1 credit (Minimum 20 Hours)
Want to earn two credits? Log at least 40 hours to qualify.


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Submit ✓


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17. Once you have logged twenty hours for one credit or forty hours for two credits, click **Submit** to complete your registration.

4 Hours	08/30/2024	Assisted with cleaning the building		
2 Hours	09/08/2024	Assisted with youth group		
2 Hours	09/15/2024	Assisted with youth group		


 You qualify for 1 credit (Minimum 20 Hours)
Want to earn two credits? Log at least 40 hours to qualify.

[< Previous](#)



[Submit ✓](#)

18. Once submitted, the form will be reviewed by your supervisor and LU Serve staff for approval.



We've received your request

We have sent a confirmation email to your Liberty email address. Your supervisor will also receive an email within 24 hours to take the next step in your registration

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Need Assistance?

If you need assistance with the **Student Application**, please contact cser@liberty.edu.