

TWIN CITIES COMPANY

HOURS PROGRAM

Online Tracking Instructions

What is the program?

The new Twin Cities Company Hours Program requires all Ballet Company, Competition Team, and Ascension Dance Company families to volunteer a minimum of 20 hours per family. The current company hour period runs from July 2024, through June 2025.

How do I record my hours?

- Sign up one time to create your profile and record your service hours online:
 - Go to the service hour website: <https://servicehours.online/>
 - Use the email that you receive Twin City emails from as your username. Click forgot password and go into your email from Service hours online and reset your password.
 - You can change your password after the first sign in with the default password.
 - To add another family member to your profile so that multiple people can record volunteer hours, click the 3 lines (hamburger icon) on the right side of your profile page. Select Account and under memberships you can click the +icon to add users to your profile.

Service Hours Online

Dashboard	Targets	Services	≡
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- The website contains a list of studio-approved activities that count for service hours. Please select the activity that most closely matches your hours completed and add any necessary description information to each submission.

- Continue to record hours beyond your required hours so we can evaluate the program's requirements each year and award incentives.

What are my Requirements?

- Families with children in Twin Cities Ballet Company, Competition Team, and/or Ascension Dance Company are required to participate in this program.
- Families are required to volunteer 20 hours per family. Please record ALL of your hours.
- If a family does not fulfill their service hour requirement, they will be charged \$10 per hour not completed by June 30, 2025.
- Dancers - can volunteer (must be age 10 to start earning hours)! Dancers can earn service hours for tasks listed as "dancer approved" on the volunteer task list online. These tasks will have sign up forms at the front desk based on the current needs of the studio. Students may sign up and complete the task and then record their time in the volunteer hours program.

What if I have questions?

- Please contact Jodi Ellsworth at jodi.ellsworth24@gmail.com or text at (309)826-5634.