



uOttawa

Centre Michaëlle-Jean pour  
l'engagement mondial et communautaire  
Michaëlle Jean Centre for Global  
and Community Engagement

## Extracurricular Volunteering (EV): What You Need to Know!

### Step 1: Activate your student account in the Community Engagement (CE) Navigator

- Log into your uoZone account.
- In the **Applications** section, select **Community Engagement Navigator**. By clicking the CE Navigator icon, you will have created your account!

### Step 3: Select an EV placement

- Before selecting a placement, please ensure you meet all requirements (eg. work schedule or language needs). **Note:** placements that involve working with children or vulnerable populations usually require a *Police Record Check*.
- Once you have decided on a placement, in the **Options** menu click **Select** and then [read and accept the Community Engagement Consent Form](#).
- Select **Confirm** in the **Options** menu. You will receive an online message indicating you have successfully applied to the placement. **Note:** please only select placements you know you can commit to. **Students may occasionally propose placements with organizations outside our database. Contact [servingothers@uottawa.ca](mailto:servingothers@uottawa.ca) for eligibility.**

### Step 2: Browse EV placements

- Log in to your account (same as step 1) and go to **Placements** in the navigation bar. Select **EV (all students)**, then select the semester and click **Search**. This will allow you to view all **EV placements for a given semester**.
- Click the **Placement title** to view the complete description.

### Step 4: Participate

#### Contact the placement supervisor

- Select **My Placements** in your account in the CE Navigator.
- Click the **Placement title** to obtain the supervisor's contact information (in the Contact section of the placement description).
- Please contact the supervisor within three working days to discuss placement requirements and steps to take before beginning. If for some reason you need to cancel your placement, please contact us immediately at [servingothers@uottawa.ca](mailto:servingothers@uottawa.ca).

#### Timesheet

- An online timesheet is linked to your EV placement. Please complete it each time you log volunteer hours. The timesheet will then be approved by the placement supervisor. Email your supervisor to let them know you've submitted a timesheet to avoid approval delays.

**Get your Co-Curricular Record!** Once your hours are completed and approved, log in to your account and in the navigation bar select **CCR**.

For general information, visit our website: <http://www.servingothers.uottawa.ca>.