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Instructions for submitting pre-approved point experiences for the International Maverick Scholarship:

1. Navigate to the Galaxy Digital webpage and click on “Log in With Minnesota State Star ID”
2. You will be prompted to create your account and select your preferences.
3. Then, once you are on the Homepage Dashboard, click on “Agencies” on the left-hand side of the page.
4. Search for “Kearney International Center” and click on “Become a Fan” Once you become a fan, you can easily locate the KIC page on your dashboard under the “Agencies Fanned” category.
5. When you are on the KIC page, you will see a list of needs. Scroll through the list and find the Pre-Approved Activity/Experience that you participated in. Click on “View Details” to see information about that activity/experience, including the number of points each item is worth towards the International Maverick Scholarship.
6. Next, you will click on “Respond” to submit your information for this experience. You will need to enter the following information in the “Notes” field:
 - a. Full name (first and last)
 - b. Tech ID
 - c. Please list specific details about the activity/experience you participated in and what you learned
 - d. Please list the name, phone number, and email address for the contact person who can verify your participation.
7. You will then click “Submit Need Response”
8. You will receive an email confirmation of the points you applied for:

Thank You for Your Interest 



Kearney International Center <no-reply@galaxydigital.com>
To: Litzau, Blake


Tue 1/24/2023 12:15 PM

Hi, Blake!

Thank you for your interest in volunteering. We appreciate your desire to give back to your community in a meaningful way. Here's some information about the need you've volunteered for:

Agency: Kearney International Center
Need Title: International Festival Lead (2022/2023)
Date and Time: Ongoing

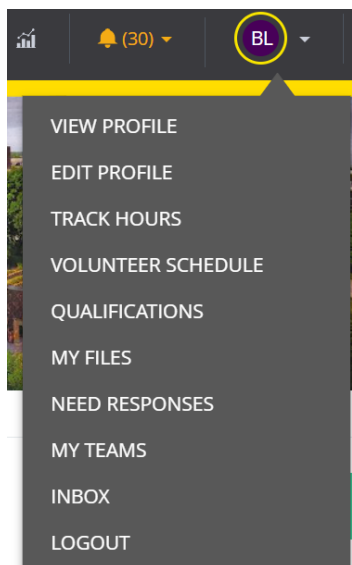
If you need to access the information for this volunteer opportunity again, just click [here](#).

We appreciate you!

Minnesota State University Mankato
intl-volunteer.mnsu.edu

If you no longer wish to receive these emails, [Unsubscribe Here](#).

9. If you want to track your experience/activity submissions, you can also click on your profile icon on the top right-hand corner of the screen and then click on “Need Responses.”



The KIC will run reports to update students regarding how many points they have. We ask you to be patient with us since this is a new system.

Volunteer Hour Submissions:

1. Navigate to the Galaxy Digital webpage and click on “Log in With Minnesota State Star ID”
2. Then, once you are on the Homepage Dashboard, click on “Agencies” on the left-hand side of the page. This is where you will search for volunteer opportunities. At the bottom of each agency’s listing, if they have any volunteer opportunities available, there will be a section that says, “Agency Needs.” You will click on “View Details” to read further information about that need. If it interests you, click on “Respond” to submit a request to be considered for that volunteer assignment. In the notes, be sure to include your contact information and why you are interested in volunteering for that need.
3. On each agency’s home page, there should be contact information for their volunteer coordinator. If there is not, you may need to search for their webpage or Facebook page to get more information.
4. After you participate in the volunteer activity, you will click on your profile icon on the top right-hand corner of the screen and then click on “Track Hours.” Then you will click on the “Add Hours” button.
 - a. If the volunteer hours are from an event that you signed up for through the agency’s webpage on Galaxy Digital, then you will click on “Yes” and select that exact need from the drop-down menu. You will then need to answer all the questions.

The screenshot shows a form titled 'Hour Type' and 'Hour Details'. Under 'Hour Type', there are radio buttons for 'Yes' (selected) and 'No'. Below that is a dropdown menu labeled 'Need *' with the text 'Select a Need'. Under 'Hour Details', there are two input fields: 'Date Worked *' with a placeholder 'MM/DD/YYYY' and 'Hours Worked *' with a placeholder 'Example: 3.5'. Below these is a section titled 'Hours Questions' with two questions: 'Q. What did you learn during your volunteer experience? *' and 'Q. What is your tech ID? *', each with an input field. At the bottom, there are two buttons: 'SUBMIT HOUR ENTRY' and 'CLEAR FORM'.

- b. If the volunteer hours are from an event that is not listed on Galaxy Digital, you will click on “no” and fill out all the corresponding questions. When you are asked to enter an email address for the volunteer coordinator, please make sure it is a valid address, so the KIC can verify your volunteer hours. If we cannot verify your hours, you will not get credit for them.

The screenshot shows a form titled 'Hour Type' and 'Hour Details'. Under 'Hour Type', there are radio buttons for 'Yes' and 'No' (selected). Below that is a section titled 'Individual Details' with three questions: 'Where did you volunteer? *' with a placeholder 'Volunteer Location', 'Who can verify these hours? *' with a placeholder 'Location Contact', and 'What email address can be used to confirm these hours? *' with a placeholder 'name@example.com'. Below this is a section titled 'Hours Questions' with two questions: 'Q. What did you learn during your volunteer experience? *' and 'Q. What is your tech ID? *', each with an input field. Under 'Hour Details', there are two input fields: 'Date Worked *' with a placeholder 'MM/DD/YYYY' and 'Hours Worked *' with a placeholder 'Example: 3.5'.

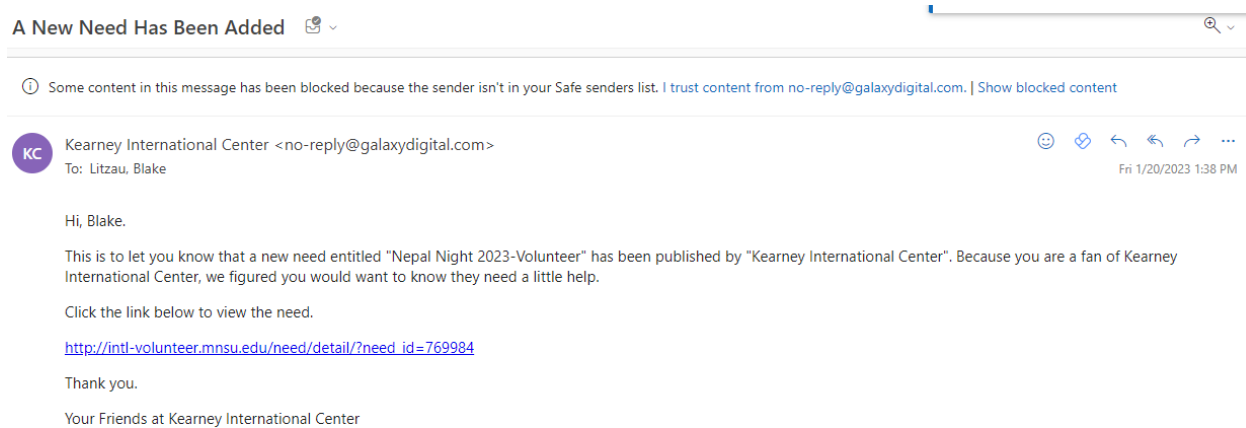
5. Once you submit your volunteering information, you will see those hours pending on your “Track hours” page. Once they are approved by the KIC, your hours will change to an approved status with a green check mark.

Reminders:

- As a reminder, every 5 hours of volunteering = 1 point towards the International Maverick Scholarship.
- Note: Your hours and points may not show as “Approved” until the end of the semester, as it takes time for our staff to verify everyone’s submissions. The most important thing is that you make sure you submit enough pre-approved experiences and/or volunteer hours to equal 6 total points by April 28th, 2023.
- If you have any questions regarding the IMS points or volunteer hours, please reach out to your immigration advisor or email international@mnsu.edu

Helpful Notes

- Students have the option to receive notices about newly posted volunteer opportunities if they are a fan of an Agency on Galaxy Digital. See example below:



- For now, students can find on-campus or MSU-affiliated volunteer opportunities through Involve U and off-campus opportunities through Galaxy Digital. See below information:

Galaxy example:

- Find an agency that you are interested in volunteering for on Galaxy webpage
 - Respond to a Need they have posted
 - Not all volunteer needs will be detailed and have a volunteer coordinator's contact information. You may need to do more searching if you are interested in a specific type of volunteering.
 - If you have questions regarding the volunteer opportunity, look on their website, Facebook page, call, or email them.

Involve U example:

- Find an event on webpage that you are interested in volunteering for.
 - Click on the event to find out more information about the volunteer opportunities available. Be sure to follow the instructions to register or sign-up for the event.
 - After you volunteer, you will need to log your hours in Galaxy Digital by following the instructions we discussed earlier.