



*McDonough Leadership Center  
at Marietta College*

## **SERVICE HOUR GUIDELINES**

**(2013-2014)**

*The Office of Civic Engagement defines “service” as a non-paid activity with a community/campus partner that challenges students to meet community and campus needs, teaches responsible citizenship, demonstrates community leadership, bridges knowledge and action, and offers a reflection opportunity. The benefits of community service may be tangible or intangible, immediate or long-term.*

### **Service Hours DO NOT include:**

- ❖ Work on campus media (TV, Radio and Newspaper) and membership in external (community) organizations (bands, choirs, clubs).
- ❖ Membership in campus organizations (College Union Board, Student Senate, Greek Life) **does not** count as credit towards service in the McDonough Leadership Program. However, service events performed by campus or community organizations are credited toward service. Again, **any campus based service must be pre-approved by the Director of Civic Engagement.**
- ❖ Campus-sponsored events (e.g., Blue and White weekends, search committees, hosting prospective students and entertainment) **do not** count without prior approval of the Director of Civic Engagement.
- ❖ Students **may not** turn in observations, student teaching, and capstone consulting as service credit if these hours are a requirement for another program or are performed as a requirement for class.

### **REMEMBER:**

- ❖ Service hours may be performed in the local community or *at times* on the Marietta College campus.
- ❖ Service that is performed on campus **must be pre-approved by the Director of Civic Engagement.** You must complete a pre-approval form and submit it to the Director of Civic Engagement **BEFORE** the service event. You will submit your signed pre-approval with your timesheet for the semester. Pre-approval forms can be found on Student section of the McDonough Leadership Center website.

- ❖ Students may turn in service hours that are performed in another community, but this **must be pre-approved by the Director of Civic Engagement by submitting a pre-approval form.** In addition, there must be written verification from a supervisor at the site that must be submitted with your time sheet. Written verification **must be** on the letterhead of the organization, and **must** include a description of the type of activities you engaged in as a volunteer.
- ❖ There is no limitation on the number of hours earned with one particular organization.
- ❖ Service hours must be recorded on a timesheet Student Download section of the McDonough website and contain (1) an appropriate signature from a site supervisor and (2) a brief description of the programs/activities you are documenting. **Please use a separate timesheet for each service site.**
- ❖ You are responsible for submitting your service hours on the appropriate time sheet. No other organization or individual will be submitting hours on your behalf. Therefore, if you participate in an activity that you believe is service related, be sure to complete the time sheet and get the appropriate signatures, and turn it in to the Office of Civic Engagement (McDonough Center, Room 204).

*Remember, service should be rewarding. There are a whole host of ways to get involved in the larger community and the campus. Look for opportunities that allow you to develop your leadership skills, practice the knowledge you are acquiring in your major, or something that allows you to share a hobby or activity that you are passionate about with others.*

**If you are looking for community service opportunities, visit the Office of Civic Engagement or refer to the Community Partner Directory for a list of approved service sites.**