Service Hour Guidelines

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

<u>Service hours DO NOT include:</u>

❖ Work on campus media (TV, Radio and Newspaper, Athletics film) and membership in community organizations (choirs, clubs, etc.)

❖ Membership in campus organizations (Student Senate, Greek Life) **does not** count as credit towards service in the McDonough Leadership Program. Student organization meetings, even for a service-based group, also **do not** count. However, service events performed *by* campus or community organizations are credited toward service. **Any campus-based service must be pre-approved by the Director of Community Engagement**.

❖ Campus-sponsored events (e.g., Admissions weekends, PAC Events, search committees, hosting prospective students and entertainment) **do not** count.

❖ Students **may not** turn in observations, student teaching, capstone consulting, internship hours, etc. as service credit if these hours are a requirement for another program, earn academic credit or are a requirement for class.

❖ Any activity that includes compensation (salary, stipend, etc.) other than mileage or material reimbursement do not count as service hours for the graduation requirement.

❖ Events or projects that are completely or primarily for the campus community; with a few specific exceptions, service at McDonough requires engagement with the broader community beyond MC.

<u>REMEMBER:</u>

❖ 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 Community Engagement.**

❖ Students may turn in service hours that are performed in another community, but this **must be pre-approved by the Director of Community Engagement.** In addition, there must be written verification from a supervisor at the site that must be submitted with your TrackItForward or emailed directly to the Director of Community Engagement.

❖ Volunteer training can count toward your service requirements only if 1) the training is required by the organization), and 2) you commit to serve with that organization for a significant period of time once you are trained. All training to be counted toward service hours **must be pre-approved by the Director of Community Engagement.**

❖ There is no limitation on the number of hours earned with one organization. However, in some cases the number of hours earned through one experience may be capped. Examples include a volunteer internship

(capped at 60 hours per semester), or rehearsal time volunteering with a community theater production (35 hours per production).

❖ Some service programs have standard hours allotted. For example, Alternative Break programs or Next Gen when taken for no academic credit. Please ask Amy if you are unsure about the number of hours you should submit or who needs to verify them.

❖ Service hours must be recorded on TrackItForward and contain: (1) an appropriate information from a site supervisor or other proof of service and (2) a brief description of the programs/activities you are documenting. **Please use a separate entry for each service site. Don't forget to put your name on the sheet.**

❖ You are responsible for submitting your service hours on TrackItForward. 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 record, get the appropriate proof, and turn it in to the OCE.

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

If you are looking for more service opportunities, visit the Office of Community Engagement!