



The Alice Varnado Harden Center  
for Service and Community Engaged Learning

## Guidelines

Service hours must be submitted prior to the each semester deadline, and hours submitted must be accrued during the semester of service rendered. Hours that are not submitted during the academic semester of the service rendered will not be accepted. All campus hours must be validated by a member of the JSU faculty or staff. On campus staff cannot verify hours serviced at an off campus agency. Students cannot receive academic credit, salary or any monetary compensation for services rendered. Students cannot volunteer for an organization or company in which he/she is employed. Students may not receive community service hours for internships, field experience, student teaching, observations or any like prerequisite for a class, major or degree requirement. Students may not receive hours for membership in marching band, athletic teams and training, ROTC, university choir, music ensembles, cheerleading, dance teams, drama clubs, honor society, or any like campus organization. *(Though community service projects performed through said organizations may be applied towards the graduation requirement as long as the project has been approved by the Harden Center prior to service rendered).* Students may not receive community services hours for attending a club meeting or event, games, practice, rehearsals, competitions and performances in school related events. Service for the sole benefit of a religious house of worship and/or its congregation is not acceptable. *(For example, teaching Sunday school will not be considered as service hours. Activities through a religious organization must be service to a broader community, such as work at a soup kitchen or a park clean-up, in order to receive service credit).* Students may not receive community service hours for promoting a political candidate, or working on a political campaign; community service is non-partisan. Students may not receive community service hours for contributing a donation: i.e. giving food, clothing, money, etc. Students may not receive community service hours for attending organization meetings, participation in student campaigns or general activities such as homecoming activities, pageants, etc. Please note that the Harden Center has the right to refuse any service, not listed, that's provided to an event, organization or company deemed inappropriate based on the definitions given above or sound judgement.

In keeping with federal regulations, students may not volunteer more than eight (8) hours per day. Also, in accordance with the student federal work study policy and community service policy, students may not work (volunteer) during a scheduled class time. In a case where a student submits community service hours that conflict with a scheduled class, the professor must provide written proof on official university letterhead, in addition to a copy of the class attendance roster, verifying that the student was not in class for each mentioned conflict. Students volunteering at schools between 7:30am-4:00pm (head starts, elementary, middle, high, etc.) must obtain signature of the office staff or principal. In accordance with the schools visitor policies, visitors (volunteers) must check in at the main office, each visit. Our office will only verify student's volunteer attendance via the mentioned school's/agencies official visitors' log. Failure to obtain

proper signatures, abide by the guidelines set forth or obtain site approval, before the submission of this community service form, will result in the rejection of hours.

### **Know What Accepted**

Know what's accepted before you begin your service work. Failure to follow comply with these guidelines may result in the rejection of service hours. For a list of what's accepted and what's not visit us at <http://www.jsums.edu/studentlife/community-service/> or stop by Suite 110, Jacob L. Reddix Building.

### **Site Approvals:**

- **Choosing a Site:** All students must complete their service requirement through an approved non-profit (501c3) organization, federal, state or local government agency.
  - Students have two options with choosing a site:
    1. **CSCEL Approved Agency List:** All sites listed on our approved agency list have been validated of 501c3 status. If you choose a site listed on this list, prior site approval is not needed. Your next step is to contact your site to begin service.
    2. **Non-Profit Agency (not listed on the CSCEL Agency List):** Students may choose to do service with an organization not listed on the CSCEL approved agency list, in his or her home town, however, prior site approval is needed, before the start of service. Site approvals may be obtained via the online site approval packet, and must be completed by the site director. All hours and sites, not pre-approved, will not be accepted.
- **Steps to site approval:**
  1. Choose your non-profit (501c3) site. For a list of currently approved agencies please visit our website at <http://www.jsums.edu/studentlife/community-service/>
  2. The site/agency director must submit the online site agreement packet, which can be completed on our website at: <https://www.cognitofirms.com/CenterForService1/SiteAgreementPacket>
  3. For questions regarding site approvals, please contact Ms. Harris at 601-979-4156 or by email at [kimberly.m.harris@jsums.edu](mailto:kimberly.m.harris@jsums.edu). Please note: The site supervisor must provide our office with the following information via the online site approval:
    - a. Completed JSU Site-Agreement Form
    - b. Completed JSU Services Request Form
    - c. Copy of the 947 Form –Non Profit Status (IRS Award Letter)
    - d. A brief description of your agency and the duties of the student volunteers (on official agency letterhead)
  4. Once our office has received the completed site agreement packet, Ms. Harris will notify you and the site director via email of your site approval or rejection. If your site has met all requirements for approval, you may begin your service work.

The site approval process normally takes between 5-7 business days, depending on your agency submission of required and completed forms to our office. Failure to follow any of the above steps will result in rejection of hours. If you have any questions regarding these guidelines, please don't hesitate to contact us.

**Submitting Hours:** Students may obtain community service forms via the website at <http://www.jsums.edu/studentlife/community-service/> or, from our office located in Suite 110, Reddix Hall. All submitted forms must provide original handwritten/ink signatures. (*ex: scanned, copied, electronic or stamped signatures are not acceptable*) Students submitting forms from an out of state agency must mail all forms to Jackson State University, P.O. Box 17084, Jackson, MS 39217. Mailed forms must be postmarked by the deadline date, for acceptance by our office. Faxed, scanned or emailed submissions will not be accepted. For general questions regarding community service, please contact Ms. Eltease Moore, Coordinator of Community Service at 601-979-1762 or via email at [eltease.moore@jsums.edu](mailto:eltease.moore@jsums.edu).