



Alice V. Harden Center for Service and Community Engaged Learning Community Service Guidelines

DEFINING THE TERMS

Community Service

Community - (world, country, state, town, neighborhood, school or nonprofit organization)

The emphasis of community service is on the people being helped and the service being offered. These are services, which are identified by an institution of higher education, through formal or informal consultation with local nonprofit, governmental, and community-based organizations, as designed to improve the quality of life for community residents, or to solve particular problems related to their needs, including such fields as health care, child care, literacy training, education welfare, social services, transportation, housing and neighborhood improvement, public safety, disaster relief, crime prevention and control, recreation, rural development, and community improvement; among others.

Volunteering

Volunteers are people who do work of their own free will and without pay. The emphasis is on the work or act being done. Although done without pay, these services have no direct impact on the community or abroad. Activities such as mowing the neighbor's lawn, assisting at your place of worship, running errands, babysitting, etc; are **not** considered JSU-acceptable service.

COMMUNITY SERVICE 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. **Campus service must not exceed one-third (40) of required community service hours.** All campus hours must be validated by a member of the JSU faculty or staff. Students may serve a maximum of ten (10) hours a day of community service. All community service not on the official agency partnership list of CSEL must be from a 501(c)3 organization and must accompanied by a validation letter on the agency letterhead, NO EXCEPTIONS! Volunteering (*see definition above*) is not acceptable for required community service hours.

Community service must be completed through a 501(c)3 non-profit organization, or a federal, state or local government agency. Please note that the approval of all community service hours and all service sites will be determined by the CSEL staff. If you are not sure if the organization is an acceptable place to fulfill your community service requirement, or your service site is not listed on CSEL's approved agency list, please contact **The Center for Service and Community Engaged Learning** at 601-979-1294 or stop by our office in Suite 110, Jacob L. Reddix Hall, before the completion of service, for verification. Failure to meet the criteria as outlined will result in the rejection of submitted community service hours.

KNOW WHAT'S ACCEPTED....

Acceptable Hours:

- Campus wide service projects (*students may only receive 40 total hours of campus service*)

Revised June, 2013

- Any service project sponsored by the Center for Service and Community Engaged Learning
- Welcome Week Service Project
- Homecoming Week Service Project
- Clubs or organizations sponsored community service projects to a non-profit organization. *(Service projects must be approved by the Center before the completion of project.)*
- Campus mentoring and tutoring without financial compensation
- Service rendered to any agency partner of the CSCEL. *(list provided in the Center, 1st Floor Reddix Hall)*
- CSCEL staff approved non-profit agencies (not listed on CSCEL partners list *(prior CSCEL staff approval is needed)*)

Hours That Are **Not** Acceptable:

- Students cannot receive academic credit, salary, or any other money for services rendered
- Students cannot volunteer for an organization or company in which he/she is employed
- Students may not receive community service credit for sole military affiliation (this means student cannot receive community service credit for solely being a member of a branch of the United States Armed Forces or only completing basic training)
- Students may not receive community service hours for internships, co-ops, 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 for honor societies or service organizations may be applied towards the graduation requirement as long as they meet all other requirements)*
- 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)*
- Service completed for a for-profit organization will **not** be considered community service
- 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.
- **Any service, not listed, that's provided to an event, organization or company deemed inappropriate based on the definitions given above.**

My signature below acknowledges that I have read, understand, and agree to the guidelines of community service at Jackson State University as it relates to my organization. Failure to comply with the above guidelines will result in rejection of service hours for this project.

Advisor Signature_____

Date_____