

Community Service FAQs

Coordinator for Community Service (601.979.1294)

Question: How do I sign up for Community Service?

Answer: Signing up for community service is not necessary. Simply, choose a community partner from the pre-approved list (**see pre-approved list on the JSU Community Service website**), contact the agency, and begin the service experience.

Question: What if I want to complete community service at a site not listed on the Agency List?

Answer: For sites not listed on our approved agency list, please have the agency's supervisor to complete the online site agreement application. These forms must be completed by the Community Partner, and approved by our office, before the service experience begins. The site/agency supervisor must provide our office with the following information.

- Completed JSU Site Agreement Form
- Completed JSU Request for Services Form
- Copy of 501(c)(3) Form; must be a non-profit (IRS Award Letter)

Once our office receives the returned forms, a staff member from the Alice Varnado Harden Center for Service & Community Engaged Learning will notify the community agency and the student of approval or rejection. If the site meets all requirements for approval, the Alice Varnado Harden Center for Service & Community Engaged Learning will add the community partner to the following semester approved Agency List. The site approval process normally takes between 7-10 business days. **NO INCOMPLETE PACKETS WILL BE ACCEPTED!**

Question: How do I check my Community Service and/or Service-Learning hours?

Answer: Step 1: Log into your P.A.W.S account

Step 2: "Click" Student Records

Step 3: "Click" Academic Transcript

Step 4: "Click" Transcript Levels, scroll to All Levels, press "Submit"

Step 5: Scroll to the bottom and look for Total Community Service hours. Service hours submitted for the current semester will not be included in the total number. The current semester service hours will appear as Community Service IN PROGRESS.

Question: How do I access community service resources? (*Community Service Forms, Approved Sites, Site Agreement Online Application*)

Answer: Step 1: Visit www.jsums.edu

Step 2: Click on "About JSU"

Step 3: Click on "Student Affairs"

Step 4: Once on the Student Affairs webpage click on “**Alice V. Harden Center for Service**”

Step 5: Once on the Center for Service webpage click on “**Community Service**”

Step 6: You are now on the Center for Service Community Service page, make selection based upon your need (i.e. community service form, agency/partner list etc.)

Service Learning FAQs

Coordinator for Service Learning (601.979.1294)

When is the Deadline to submit Service Learning Hours?

Answer: The Deadline to submit Service Learning Hours is listed on the Service Learning Login Form.

Note: Ask your Professor about the due date for the course. The date listed on the form is for the Professors only to have submitted into The Alice Harden Center for Service and Community Engaged Learning.

How do I submit my forms to the professor if classes are going to be held online for the remainder of the semester?

Answer: Please scan and email the complete, signed form to your professor. There are scanning applications that can be downloaded to your cell phone if you do not have access to a scanner.

Do I have to complete Service-Learning if I have already met the Graduation Service requirement?

Answer: Yes, even if you have completed the Graduation Service Requirement, if your professor requires Service-Learning hours for his/her course, you must complete the additional hours.

If I am enrolled in two (2) different courses at the same time that require Service-Learning hours, can I use the same worked hours twice?

Answer: No, each course requires a different set of hours.

Can I get paid while I am earning Service-Learning hours?

Answer: No

Can a Service-Learning site be a for-profit or non-profit site?

Answer: Yes, Service-Learning hours can be acquired at a for-profit or non-profit site upon prior approval of the site.

What are the steps to get a new site approved?

Answer: If you wish to perform your service learning hours at a site not listed on our approved agency list, first discuss the proposed site with your professor. Once the professor has approved the site, go to the site agreement packet link on our website. Here is the link below:

<https://www.cognitoforms.com/JacksonStateUniversityHardenCenter/SiteAgreementApplication>

Note: Sites must also be approved by the Center for Service office prior to beginning service. If the site meets all requirements for approval, The Alice Varnado Harden Center for Service & Community Engaged Learning for Service will add the community partner to the approved Agency List.

How do I obtain a Service-Learning Log-in form?

Answer:

Step 1: Go to JSU Homepage

Step 2: Click "Students" at the top right

Step 3: Under Academic Life Select "Student Affairs

Step 4: Under Units Select "The Alice Harden Varnado Center for Service & Community Engaged Learning"

Step 5: Scroll down and Select "Service Learning"

Step 6: Scroll down and Select "Service Learning Log-in Form"

How to submit your Service-Learning Log-in form?

Answer: All forms should be submitted to your professor before the professor's set deadline. Your professor will submit **all** forms to the Service Learning Coordinator in The Alice Varnado Harden Center for Service & Community Engaged Learning.

What will NOT be accepted on the Service Learning Form?

Answer: Pictures of forms, faxed forms and incomplete unsigned forms.

How do I check my Service-Learning hours?

Answer:

Step 1: Log into your P.A.W.S. account

Step 2: "Click" Student Records

Step 3: "Click" Academic Transcript

Step 4: Click "Transcript Levels, scroll down to All Levels, press "Submit."



Policy and Procedures

Student Organizations Community Service Project Approvals

Any group or organization wishing to submit community service hours for a service project rendered must have the project pre-approved prior to receiving community service credit.

Pre-Approval: The organization's advisor or president of the organization must submit the event proposal through TigerPulse at least two weeks prior to the date of the service project.

Once the Project Has Been Approved/Denied:

Once the project has been approved by the Center for Service Staff, the person submitting the request is notified via email of its approval or denial. The organization advisor must verify the student's hours within three (3) days of the completion of the service project. After hours have been verified by the advisor, a staff member of the Center for Service will verify and approve the hours to be posted on the participant's transcript.

Students: Community Service

All impacts must be submitted and tracked through TigerPulse. Service hours must be submitted on the day that service is rendered. It is the student's responsibility to ensure that the community partner verifies the hours within 24-48 hours after the completion of service. Service hours should be entered in increments of 15 minutes (15 minutes, 30 minutes, 45 minutes, 1 hour). All other increments will be disputed. Students may not enter more than 8 hours per impact entry. Service 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. In keeping with federal regulations, students may not volunteer more than 8 hours per day. Service hours will be disputed if students log more than 8 hours per impact or date of service.**

Community partners

Community partners must verify students' volunteer hours within **24-48 hours** after completion of service. Agencies must submit requests for event approvals 2 weeks prior to the date of the event. Community partners must keep within the guidelines of the Center for Service. **In keeping with federal regulations, students may not volunteer more than 8 hours per day. Service hours will be disputed if students log more than 8 hours per impact or date of service.** Failure to adhere to policies and procedures will result in partnership removal.

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Student and JSU Community Account Activation Instructions

1. Visit: jsums.givepulse.com
2. Click login (top right corner)
3. Click on Login via JSUMS
4. Enter your Net ID information (ex: **Username:** one\JNumber **password:** your Net ID password)
5. Verify information (If information is incorrect, contact our office)
6. Read and Agree to Terms of Service
7. Click Continue
8. Complete Registration