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.

Students: Service Learning

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.

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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