FAU
WEPPNER CENTER FOR LEAD AND SERVICE-LEARNING
Division of Student Affairs
Florida Atlantic University

Policies and Procedures
Revised August 8, 2014

This document will provide direction for students, faculty, and staff who are interested in volunteer service hours.

Policies & Procedures

Volunteer Service Hours

Volunteer Service Hours are defined as all unpaid service activities sponsored by the Weppner Center for LEAD & Service-Learning (WCLSL), Students Advocating Volunteer Involvement (SAVI), additional departments at FAU student organizations, and/or for profit/non-profit organizations that meet a need in the community. Volunteer service activities that do not follow the below guidelines need to be pre-approved by the WCLSL for transcript purposes.

- The WCLSL offers students the opportunity to record their volunteer service hours to be posted and accredited on their transcript using NobleHour. Visit the WCLSL website, www.fau.edu/volunteerfor instructions and specific NobleHour guides.
- Students who meet the requirements may qualify to apply for and receive a Service Cord
- to be worn at time of graduation. Application and guidelines for earning a Service Cord may be foundatwww.fau.edu/volunteer.
- For hours to post to the current semester, volunteer hours must be submitted through NobleHour by each semester's deadline posted at www.fau.edu/volunteer. Hours completed in previous semesters will post in the next semester in which they are approved and the student is enrolled. Students may not serve as the supervisor or sign-off on hours.
- Volunteer service hours can be recorded for Student Government (SG) officials and staff who exceed their work hours (SG Programs staff see next bullet). All SG officials and staff must have hours verified by the SG Advisor or designee. Hours that are required as part of the position (paid or unpaid) are not included as volunteer service hours (i.e.: statute-based hours for House of Representatives; leadership training; etc.).
- Volunteer service hours can be recorded for SG Program staff (i.e., Night Owls, Program Board, SAVI, etc.) who exceed their work hours. All SG Programs staff must have hours verified by the Program Advisor. Hours that are required as part of the position (paid or unpaid) are not included as volunteer service hours. (i.e.: training; meetings; etc.)
- Meetings, tabling, trainings, orientations, event and program planning, and serving on an executive board or committee do not count as volunteer service hours under any circumstances.
- Volunteer Service hours for Student Organization events may count on the day of the event if the event provides direct service to anon-profit organization. Philanthropic events

hosted by Student Organizations require pre-approval from the WCLSL for earning volunteer service hours.

- Students who have served at for-profit organizations in an unpaid capacity may submit those hours as volunteer service hours.
- Volunteer service hours are not approved for services provided to non-business entities (i.e., personal assistants, neighbors, relatives, etc.).
- Unpaid internships at a for-profit or non-profit organization may count for volunteer service hours for all hours above course requirements
- Paid internships with for-profit and non-profit organizations may not be counted as volunteer service hours.
- Career/Major or interest based shadowing/observation is not an approved volunteer service.
- Volunteering in FAU's research laboratories is an approved volunteer service.
- Donations (i.e., clothing, food, books, etc.) are not an approved volunteer service.
- Volunteer Risk Waivers may apply depending on the service activity. Check with your campus WCLSL.