

**Weppner Center for Civic Engagement & Service**  
**Policies and Procedures**  
**Revised September 16, 2011**

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

**Our Policies & Procedures**

**Volunteer Service Hours**

Defined as all unpaid service activities sponsored by the Weppner Centers for Civic Engagement & Services (WCCES), Students Advocating Volunteer Involvement (SAVI), other departments at FAU, and/or student organizations or non-profit organizations that help meet a need in the community. Volunteer service activities that do not follow the below guidelines need to be pre-approved by the WCCES for transcript purposes.

- The WCCES offers students the opportunity to record their volunteer service hours to be posted on their transcript using the Volunteer Log.
- Students who meet the requirements may qualify to receive a Volunteer Service Cord. Guidelines for earning a Volunteer Service Cord may be found on the WCCES website, [www.fau.edu/volunteer](http://www.fau.edu/volunteer).
- For hours to post to the current semester, the Volunteer Log form must be received by the date on the current semester's form. Hours completed in previous semesters will post in the semester in which they are received.
- Volunteer Logs must be submitted to your primary campus-based WCCES office. Locations may be found on the WCCES website, [www.fau.edu/volunteer](http://www.fau.edu/volunteer), or on the Volunteer Log form.
- Volunteer service hours can be recorded for Student Government officials and staff and Student Government program staff who exceed their work hours. Students volunteering for Student Government programs may also receive volunteer service hours. All hours must be verified by a campus administrator/advisor and do not include required unpaid hours (ie: statute-based hours for House of Representatives; leadership training; etc.)
- Students who have served at for-profit organizations in an unpaid capacity may submit those hours as volunteer service hours.
- 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 WCCES.

**Dr. Daniel B. Weppner Center For Civic Engagement & Service / Student Affairs Division**

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### **Academic Service-Learning (A S-L) Hours**

Defined as service hours performed in the community as a part of an A S-L designated course.

- The WCCES offers students the opportunity to record their FAU A S-L hours to be posted on their transcript and titled as “Service-learning hours”.
- Only students taking an FAU A S-L course(s) will have their hours recorded as “Service-learning hours” on their transcript.
- Classes at FAU that have an A S-L component provide students with the opportunity to obtain service hours that can also be recorded.
- A S-L hours may be given to students who are in academic-based service-learning practicums and internships. These opportunities must be coordinated with the WCCES and the supervising faculty/staff. (Some examples of this include: student-teaching experiences, health practicums, student affairs based-internships, etc.)

### **Marquee Events**

The WCCES plans, organizes and sponsors events on-campus and off-campus every semester; these may differ from year to year and by campus. Programs and events include but are not limited to:

- Volunteer Fair
- Kickball for Caring
- Make a Difference Day
- Martin Luther King Service Day
- Alternative Spring Break Trip
- College Bride Walk
- Student-Led Fundraiser
- The WCCES also supports university-wide events such as Heart Walk, March of Dimes and Relay for Life by referring students to teams/promoters

### **Additional Campus Based Programs**

There are multiple programs that benefit from the support of the university and while they may not happen on each campus, the WCCES will work to coordinate these types of activities as needed. Departments, student organizations and individual students, staff and faculty are encouraged to request the assistance of the WCCES in planning campus-based service and philanthropy initiatives.

The following are examples of campus-based programs that have been coordinated on the FAU campuses throughout the years. Check your primary campus to see about how to get volunteer service hours for participating in these programs.

- Blood Drives
- Boca Raton Campus:
  - Back to School Bash, Holiday Giving Tree, Weekend Projects, Summer Food Service Program
- Broward Campuses:
  - Waterway, Park and Beach Clean-ups, Charity Bake Sales, Clothing and Food Drives, Weekend Projects
- Northern Campuses:

- Children's Art Workshops, Letter-writing Campaigns, Blankets for Babies, Beach Clean-ups, Hunger Banquet, When You Move Out Don't Throw It Out, Highwaymen Art Supply Collections, Suits for Success, AIDS Response Food Drive
- Club and Student Planned Programs:
  - The WCCES encourages student leaders and clubs to coordinate programs on-campus and in the community and we are more than happy to assist you.

### **Campus-Based Partners**

While we are members of the FAU community, specific relationships have been established with:

- SAVI (Students Advocating Volunteer Involvement), a Student Government program, and HOOT (Helping Out Our Town), a Treasure Coast Program Board Organization.
  - WCCES staff advises and supports projects led by (and for) students, such as our Marquee Events and Campus Based Programs.
- Student Affairs and Academic Affairs: WCCES will serve as an advocate and will provide resources to academic departments, faculty and staff in establishing academic service-learning components in their curriculum and extracurricular activities.

### **Community-based Partners**

We encourage all in the surrounding community who are in need of volunteers to contact the WCCES. We will do our best to find students, faculty and staff to support your projects.

- To advertise an opportunity, event, or internship on the vOWLnteer Opportunities Update, an agency/organization must complete a Community Request Form which can be found at [www.fau.edu/voulnteer](http://www.fau.edu/voulnteer) under the Community tab.

### **Website**

The website ([www.fau.edu/volunteer](http://www.fau.edu/volunteer)) is the main tool to communicate and network with students, volunteers and the community. Information that may be found on our website includes but is not limited to:

- Information about the WCCES, University-wide and campus-based events, volunteering opportunities, and organizations.
- The Volunteer Log for recording volunteer service hours
- Academic Service-Learning student and faculty guides
- Sweatmonkey instructions for students, faculty and community

### **Contact**

The Weppner Center for Civic Engagement & Service is here to help you succeed and serve during your college career.

Come on in and visit the Weppner Center for Civic Engagement & Service located on your FAU campus!

- Boca Raton Campus: SS8, Room 225, 561-297-3607
- Broward Campuses, Davie: SD 203, 954-236-1219
- Northern Campuses, Jupiter: SR 119, 561-799-8521