

Weppner Center for Civic Engagement & Service Policies and Procedures

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

Our Policies & Procedures

Volunteer Hours

Defined as all unpaid activities sponsored by the Weppner Centers for Civic Engagement & Services (WCCES), Students Advocating Volunteer Involvement (SAVI), and other departments at FAU, student organizations or non-profit organizations that help meet a need in the community. Volunteer hours may also be given for participation in book drives, canned food drives and other activities approved by the WCCES.

- The WCCES offers students the opportunity to record their volunteer hours to be posted on their transcript using the Volunteer Log.
- Students must complete one Volunteer Log per semester. These must be submitted to your campus-based Center one-week before exams begin (Exact dates shall be announced on the Centers' website.)
- Each campus will register students as volunteers. As a registered volunteer, students will be able to receive updates about programs and non-profit organizations' needs.
- Volunteer hours can be recorded for Student Club/Organizations' executive board members, Student Government officials and Student Government Staff who exceed their work hours. These 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.)
- Volunteers who have served at for-profit organizations that are approved by the WCCES are able to submit those hours.
- Paid internships with for-profit and non-profit organizations may not be counted as volunteer hours.
- Career-based shadowing is not an approved volunteer hour opportunity.
- Volunteer risk waivers may apply depending on the service activity. Check with your campus WCCES.

Service-Learning Hours

Defined as any hours served in the community as a part of course curriculum.

- Service hours will be recorded for students taking service-learning courses only.
- The WCCES offers students the opportunity to record their service-learning hours to be posted on their transcript.
- Classes at FAU that have a service-learning component provide students with the opportunity to obtain service hours that can also be recorded.

Weppner Center for Civic Engagement and Service/ Student Affairs Division

777 Glades Road • Boca Raton, FL 33431

tel: 561.297.3607 • fax: 561.297.2563 • www.fau.edu/volunteer

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- Service-learning hours may be given to students who are in academic-based service-learning practicums and internships. These opportunities must be coordinated with the Center and the supervising faculty/staff. (Some examples of this include: student-teaching experiences, health practicums, student affairs based-internships, etc.)
- Internships at for-profit organizations must be approved by the Center and the coordinating supervisor of the internship in order for students to receive volunteer hours.

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.

- Volunteer Fair
- Loving Humanity with Locks of Peace
- Martin Luther King Service Day
- Alternative Spring Break Trip
- April Volunteer Week
- Kickball for Caring
- 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 CCES 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 hours for participating in these programs.

- Book Drives
- Blood Drives
- Boca Raton:
 - Middle School Mentoring Program, Summer Food Service Program, Get Carded, Holiday Giving Tree, Better World Books Book Drive, Weekend Projects
- Broward:
 - Cell phone drive, Hope Totes, Waterway, Park and Beach Clean-ups, Charity Bake Sales
- Jupiter:
 - Children's Art Workshops, Letter-writing Campaigns, Blankets for Babies, Beach Clean-Up's, Hunger Banquet, When You Move Out Don't Throw It Out

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- Port St. Lucie:
 - Beach Clean-ups, Highwaymen Art Supply Collections, Suits for Success, AIDS Response Food Drive
- Club and Student Planned Programs:
 - The Center encourages student leaders and clubs to coordinate programs on-campus and in the community and we are more than happy to assist you. All students and student organizations must submit a Program Registration Form for approval. This form is available online or can be obtained at the Weppner Center for Civic Engagement & Service or Student Development & Activities Office on each campus and must be completed two weeks prior to the proposed project date.

Campus-Based Partners

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

- Student Government Program SAVI (Students Advocating Volunteer Involvement): WCCES staff advises and supports projects led by (and for) students, such as Fundraisers, Food Drives, Souper Bowl of Caring, Get Carded, Habitat for Humanity, Beach clean-up, and more.
- Student Affairs and Academic Affairs: WCCES will serve as an advocate and will provide resources to academic departments, faculty and staff in establishing 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 and submit it back to the Center via e-mail or fax.

Website

The website (www.fau.edu/volunteer) is the main tool to communicate and network with students, volunteers and the community. It provides volunteers the opportunity to record completed service hours and organizations the ability to post their volunteer events and needs.

- Information about the WCCES, organizations, events, and volunteering opportunities are available through the website.
- Students can download the Volunteer Log and other forms as needed.

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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!

- The Boca Raton Center is located in SS8, Room 225, 561-297-3607, and is staffed by Nori Carter, Director.
- The Broward Center is located in: LA 224 at FAU Davie, 954-236-1257, and is staffed by Frédérique Fragé, Associate Director of Multicultural Affairs.
- The Jupiter Center is located in SR 151, 561-799-8696, and is staffed by Rochelle Popp, Assistant Director.
- The Treasure Coast Center is located in CO 121.

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