



## Center for Civic Engagement & Service Policies and Procedures

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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 Hours

Defined as all unpaid activities sponsored by the Centers for Civic Engagement & Services (CCES) 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 CCES.

- The CCES offers students the opportunity to record their volunteer hours to be posted on their transcript using the Volunteer & Service-Learning Log.
- Students must complete one Volunteer & Service-Learning 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' web-site.)
- 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 CCES 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 CCES.

#### 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.

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

*[www.fauvolunteer.org](http://www.fauvolunteer.org)*

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*An Equal Opportunity/Equal Access Institution*

- The CCES 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.
- 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 CCES plans, organizes and sponsors events on-campus and off-campus every semester; these may differ from year to year and by campus.

- Volunteer Fair
- Make A Difference Day
- Martin Luther King Service Day
- Alternative Spring Break Trip
- April Volunteer Week
- Student-Led Fundraiser
- The CCES 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 CCES 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
- 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 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): CCES 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: CCES 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 CCES. We will do our best to find students, faculty and staff to support your projects.

- To be a partner, an agency must complete a one-time registration form which can be found on the CCES web-site.
- By registering on the CCES web-site you will be able to showcase needs and post upcoming events where volunteers are a necessity.

### **Website**

The website ([www.fauvolunteer.org](http://www.fauvolunteer.org)) 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 organizations, events, and volunteering opportunities are available through the website. In addition, a featured service agency is highlighted every 3 days.
- Students can view detailed information about their service activity history.
- Students can download the Volunteer and Service-Learning Log and other forms as needed.

Visit the Center for Civic Engagement & Service on your campus!

The Center for Civic Engagement & Service is here to help you succeed and serve during your college career. There is a Center for Civic Engagement & Service located on four of the FAU campuses.

- The Boca Raton Center is located in UN 207: It is staffed by Monica Jara, the Assistant Director and Jose Herrera, Program Assistant
- The Broward Center is located in: LA 108 Davie. It is staffed by Freddie Frage, Coordinator of Student Affairs and Nancy Brady, Program Assistant
- The Jupiter Center is located in SR 151. It is staffed by Heather Bishara, Assistant Director and TBA, Program Assistant.
- The Port St. Lucie Center is located in JU 113. It is staffed by AJ Chase, Assistant Dean of Students, and Teresa Brown, Wellness Program Assistant.