

## **Policies and Procedures** **Revised August 8, 2014**

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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**

Volunteer Service Hours are defined as all unpaid service activities sponsored by the Weppner Center for Civic Engagement & Services (WCCES), 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 WCCES for transcript purposes.

- The WCCES offers students the opportunity to record their volunteer service hours to be posted and accredited on their transcript using NobleHour. Visit the WCCES website, [www.fau.edu/volunteer](http://www.fau.edu/volunteer) for 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 found at [www.fau.edu/volunteer](http://www.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](http://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 (ie: 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. (ie: 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 a non-profit organization. Philanthropic events hosted by Student Organizations require pre-approval from the WCCES 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 WCCES.

### **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.
- 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.)
- 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 found at [www.fau.edu/volunteer](http://www.fau.edu/volunteer).

### **Marquee Events and Programs**

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

- Volunteer Fair
- SAVI Service Saturdays
- New Student Day of Service
- FAU Day of Service
- Martin Luther King, Jr. Day of Service
- Alternative Spring Break Program
- Florida Immersion Trip Program
- Student-Led Fundraisers
- Summer Reading Program
- Blood Drives

### **Campus-Based Partners**

While the WCCES is a member of the FAU community, specific relationships have been established between the Weppner Center and:

- SAVI (Students Advocating Volunteer Involvement), a Student Government program
  - WCCES staff advises and supports projects led by (and for) students, such as our Marquee Events and Campus Based Programs.

- Academic Affairs: WCCES will serve as an advocate and will provide resources to academic departments, faculty and staff in providing civic engagement awareness presentations to classes upon request and 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 volunteer support to contact the WCCES. We will announce qualified opportunities through our outreach portal(s) to find students, faculty and staff to support your projects.

- To advertise a volunteer opportunity, event, or internship on the vOWLnteer Opportunities Update, an organization must complete a *Request to Announce Volunteer Opportunities Form* found at [www.fau.edu/volunteer](http://www.fau.edu/volunteer).

### **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
- Direct sign-ups for University-wide and campus-based events
- NobleHour instructions for students, faculty and community for tracking volunteer and Academic Service-Learning Hours
- Academic Service-Learning student and faculty guides

### **Social Media**

In addition to the website, the WCCES also utilizes social media venues to communicate with students, volunteers and the community. The Weppner Center maintains a site on Facebook, Twitter, and Instagram. Information found on these social media outlets may include:

- Information about the WCCES, University-wide and campus-based events, volunteering opportunities, and organizations
- Pictures and video taken of FAU students volunteering in the community
- Interactive statuses and links to initiate civic awareness and conversation amongst students

### **Contact**

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

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

- Boca Raton Campus: Student Union (UN), Room 218, 561-297-3607
- Broward Campuses, Davie: Student Union (SD), Room 219, 954-236-1264
- Northern Campuses, Jupiter: Student Resources (SR), Room 151 B, 561-799-8696