

## OFFICE OF STUDENT INVOLVEMENT

**Student Leadership & Civic Engagement  
- Community and College Service-**

Student Leadership & Civic Engagement strives to better Harper College through volunteer work by Harper College students, faculty, and staff. **Hours that count as service are those spent directly planning, implementing, or evaluating programs that serve the local or Harper College community.**

Student Leadership & Civic Engagement tracks service hours in two areas: Community Service and College Service.

**SERVICE AREAS**

**Community Service** – volunteer service that directly benefits the community. Examples include:

- Any off-campus agency from the list in Leadership & Civic Engagement
- Church: teaching Sunday school or Youth group or working in the nursery
- Work with any non-profit agency
- Hospitals, nursing homes, schools oshelters
- Volunteer Fire Fighter

**College Service** – unpaid service to Harper Those who benefit from your service are Harper community members. Examples Include:

- Club and Organization membership
- Performing Arts Center Ushers
- Student Judicial Board

**DETERMINING IF YOUR HOURS ARE COMMUNITY OR COLLEGE SERVICE:**

Did your volunteer work help the campus community? Was your time spent planning something for prospective or current students? If so, your role was college service.

If your work bettered the community (picking up litter, assisting with an educational program, raised funds for a non-profit, etc) it was community service.

If your work (attending a meeting or training) was part of a campus organization, but wasn't providing a service to anyone, **it is not service**.

**POINTS OF CLARIFICATION:**

Meetings: **Meetings can count as service you took an active role in planning a community service event or an event for Harper College students.**

Conferences: Conferences count as service if the theme of the conference is one that will equip the attendee to help the population of Harper College or local community. Students get hours for the time (Conferences Cont.) that they were actually at the conference, as well as some travel/lodging time. If the conference is a two day event, students can get 5 hours for travel/lodging time (in addition to conference time). For three or more days, they can get 10 hours.

Service Trips: Service trips (such as Alternative Spring Break) count as service. Students can count the hours they worked, as well as taking 5 hours for travel and lodging for each two days of the trip. Maximum of 15 travel/lodging hours can be claimed.

Paid Work: **If there is any pay (stipend, salary, hourly) the activity cannot count as service.**

#### **FORMS AND TRACKING HOURS:**

Tracking Form: The tracking form for service hours will be available from the Office of Student Activities as well as online on the Student Portal → Clubs & Orgs → Student Leadership Civic Engagement.

Turning in Forms: **Hours will only be accepted if submitted by the end of the semester during which they were completed.** Once the form is turned in, the student will receive a copy and the hours will be reviewed. The student will receive an email notifying him/her of how many hours were accepted and the reason if any of the hours were not accepted.

If a student wishes to appeal rejection of some or his/her hours, there will be a five business day period in which the student can submit additional information to the Coordinator of Student Activities and the hours will be reconsidered.

#### **TRANSCRIPTS:**

Student Leadership & Civic Engagement offers a Student Involvement Transcript for students. The transcript will differentiate between College and Community Service. This is not an official Harper College transcript.

**REMEMBER: EACH STUDENT IS RESPONSIBLE FOR  
SUBMITTING HIS/HER OWN HOURS!**

**OFFICE OF STUDENT INVOLVEMENT**

**Student Leadership & Civic Engagement  
Volunteer Student Log**

Name: \_\_\_\_\_

Harper ID #: \_\_\_\_\_

E-mail: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Club Name: \_\_\_\_\_

Date (M/D/Y)	Agency Name & Description of Service	Service to Community or College & Why	# of hours	Supervisor's Signature

TOTAL HOURS OF SERVICE: \_\_\_\_\_

Broken down: Community Service Hours: \_\_\_\_\_ College Service Hours: \_\_\_\_\_