GUIDELINES for Community Service 100

The CMSV 100 experience provides students the opportunity to:

- Complete 27 hours of direct service
- Involves interactions with people whose cultures and life situations differ from your own
- Must be with a non-profit organization.
- Addresses a societal issue that challenges the community.
- Is not compensated.
- Service conducted from 11pm-7am (sleeping hours) does not count.
- Does not involve direct religious persuasion or political campaigning.
- Service connected to a faith-based organization must meet the following criteria: the experience’s primary purpose must be first and foremost to provide a direct service that addresses a specific social issue that benefits the larger community; the experience must have clearly defined outcomes for the recipients of the service; and the experience must be open to all members of the community regardless of their race, gender, religion, nationality, ethnicity, sexual orientation, physical ability, or disability.
- Does not include service done at a distance- fundraising, marathons, and collecting.
- Is separate from service required by internship or another course.
- Majority of the service experience must be completed off campus
- All service requirements must be completed during the semester registered for CMSV 100 to successfully pass and to receive possible Dean’s List recognition.

The CMSV 100 experience:
- Is separate from service required by internship or another course for credit.
- Is not compensated.
- Does not allow students to count hours spent sleeping or traveling towards the total hours needed to complete the requirement.
- Does not involve direct religious persuasion or political campaigning.
- Does not include participating in events such as fundraisers where the student does not interact directly with the non-profit organization.
- Must be completed during the semester registered for CMSV 100 to successfully pass and to receive possible Dean’s List recognition.

Community Service Outcomes

Community Service at Wittenberg provides you the opportunity to:
- Acquire and apply skills, abilities, and knowledge to serve an organization that benefits the community.
- Gain an understanding of a community by building reciprocal relationships within a community organization.
- Develop an empathetic understanding for other people and life situations.
- Build confidence in one’s ability to contribute to the common good.
- Understand one’s responsibility to be an active citizen in society.

Procedure

1. Complete a Community Service Proposal
2. If you are seeking approval for a previous service experience, return the proposal to Community Service by the first Friday of the semester you register for CMSV 100.
   We recommend turning in the proposal prior to registering for CMSV 100.
   If you are seeking approval for service you have not yet completed, return the proposal to Community Service prior to starting your service. The deadline for turning in the proposal is the first Friday of the semester you register for CMSV 100.
3. You will receive notification within a week of whether your proposal was approved or denied.
4. If approved, then you will need to:
   Present a letter of verification of completed service hours by the last day of classes.
   Attend a reflection session- this will take place around 10th week of the semester.
   Specific dates will be provided when proposal is approved.
   Submit the final reflection essay by the last day of classes.
5. Register for Community Service 100-02 the semester all requirements will be complete.
   (carries 0-credit and no charge)
Proposal for Community Service  
School of Community Education

Please check one of the following:
- [ ] Seeking approval for previous service experience
- [ ] Seeking approval for service not yet completed

Today's Date____________________

Name_________________________________________ Phone#____________________

Address____________________________________________________________________

________________________________________________________________________

Service Site_________________________________________________________________

Name of Site Supervisor ____________________________________________________

Address____________________________________________________________________

________________________________________________________________________

Email of Site Supervisor____________________________________________________ Phone #____________________

Starting Date of Service______________________ Ending Date of Service____________________

Total Service Hours (if previous service experience) ___________________________

If you did not complete (or will not be completing) your service with a current Community Service partner site, then please complete the following.

(1) My service experience provided or will provide me the opportunity to achieve the following outcomes: (Check all that apply)
- [ ] Acquire and apply skills, abilities, and knowledge to serve an organization that benefits the community.
- [ ] Gain an understanding of a community by building reciprocal relationships within a community organization.
- [ ] Develop an empathetic understanding for other people and life situations.
- [ ] Build confidence in one’s ability to contribute to the common good.
- [ ] Understand one’s responsibility to be an active citizen in society.

(2) On a separate sheet, please explain the tasks/responsibilities of your service experience and an overview of how it meets (or met) the guidelines for Community Service 100. Please limit to 1 page.

My service experience met or will meet the Community Service Guidelines (please refer to the guidelines listed on the Community Service Requirement- School of Community Education handout). I also give permission for quotes from my essay to be used for service promotion. I affirm that my work for CMSV 100 will uphold the highest standards of honesty and academic integrity at Wittenberg, and that I will neither give nor receive any unauthorized assistance.

__________________________________________________________________________

Signature _____________________________ Date ____________________________

Office Use: Approved: yes________ no________ Logged __________

OFFICE DOCS/ SCE Proposal 08/14