Service Immersion Trip Guidelines, Checklist and Important Dates - Spring Break 2018

The Community Service program provides students with opportunities to serve, to connect with the greater Springfield community, and to reflect on the service experience to better understand themselves, community needs, and their responsibility in advancing the common good. We are intentional about preparing students for their service experiences, providing quality service placements, and having students reflect on what they are learning from their engagement in community service. Service Immersion trips that want to be considered as a Community Service 100 service opportunity take on the special responsibility of offering an experience that supports the mission of the Community Service program.

- The service immersion trip must be sponsored by a Wittenberg organization/department.
- The service experience must not count towards an academic requirement of a course.
- An advisor/faculty/staff member must accompany students on trip if there are more than 12 participants.
- A local engagement experience is required of all students wanting to use this trip for CMSV 100.

Fall Semester

☐ Attend meeting with Director of Community Service to review Service Immersion Trip Guidelines, Checklist and Important Dates and the Service Immersion Proposal.
☐ Determine details of trip (i.e. location, housing, transportation, cost, service experience, etc.), review Timeline for Planning a Service Immersion Trip and reserve Witt vans. Also, review tips about offering a successful Service Immersion trip.
☐ Develop an application and selection process for the trip.
  o Include on the application whether or not participants plan on using this experience for CMSV 100 (if so, they need to register for CMSV 100 for the spring semester by the add deadline), the need to complete a local engagement experience during the spring semester, and the refund policy.
☐ If domestic trip, include with the application the waivers and forms provided by Community Service. There are particular waivers for students to sign, but it depends whether or not the trip has a faculty/staff trip leader. If international trip, all waivers and forms will be provided by Director of International Education. PLEASE NOTE: Student leaders of trips that do not have a faculty/staff advisor will be required to attend a risk and liability training.
☐ We recommend that applications be due by December 1st (if not earlier) and all participants are selected by the first day of the spring semester.

Friday, October 13th, 2017
☐ Submit Service Immersion Trip Proposal to Director of Community Service.

Monday, November 6th, 2017 at 7pm, 105 Shouvlin
☐ Provide an overview to participants about the trip at the Spring Break Service Immersion Trip informational meeting.

November/December

☐ Work with Community Service to determine how participants who are using the experience for CMSV 100 will complete their local engagement experience.
☐ Collect applications along with the necessary waivers and forms and begin to select participants.

Monday, January 8th, 2018
First day of Spring Semester
☐ Last day to select participants for the trip who want to use the trip for CMSV 100.
☐ Deadline for selecting student leaders. Each leader should meet the criteria of the student leader position description.

Friday, January 12th, 2018
Last day to ADD a course for the Spring Semester
Monday, January 15th, 2018
☐ Submit to Community Service a complete list of participants. The list should indicate all participants who are using this experience to complete their community service requirement and who will be serving as the student trip leaders (if applicable). Please keep the Director of Community Service notified of any changes to this participant list.
☐ Turn in a copy of the necessary waivers and forms for each student to Community Service.
☐ Remaining deposit should be collected.

Wednesday, January 17th, 2018, 5-6:30pm
CMSV 100 Orientation/Service Fair (all participants using this experience for CMSV 100 must attend this orientation)

By Friday, January 26th, 2018
☐ Notify participants of the date of your trip Orientation and the Local Engagement Experience.
☐ Turn in an Orientation description (including date, time, and location) to Community Service. The mandatory Orientation Session for all participants should provide information about the site, participant expectations, safety guidelines, review of the waivers, and any other training/informational issues.

February 2018
☐ Hold mandatory Orientation for all participants.
☐ Confirm that you have submitted all information to service site (i.e. emergency contact information, waivers, skills assessment)
☐ Finalize itinerary for the group, including service hours, reflection time, free time, and organized group excursions.
☐ Have training (along with student leaders) with Community Service to go over risk and liability/group dynamic information. (Tuesday, February 20th at 7pm, 105 SH, has been scheduled for this training).
☐ Plan and organize reflection activities for the trip.

By Friday, February 9th, 2018
☐ Sign Placement Confirmations for participants who are using this experience for CMSV 100.

February-April
☐ Participants who are using this experience for CMSV 100 complete the local engagement experience (when the experience is complete, sign off on Local Engagement Experience Log)

March – Week of Spring Break
☐ Reflect with participants on what they are learning from the service experience.
☐ Adhere to all Wittenberg transportation policies and help participants abide by the Code of Conduct.

Tuesday, March 20th, 2018 at 7pm in Shouvlin 105
☐ Attend Post-Service Immersion Trip Reflection Session (provide presentation on your trip)
☐ Submit one service log and one site evaluation to Community Service and verify list of participants who used this experience for CMSV 100. Community Service will make copies for each student. Utilize the on-site contact for verification/feedback.

Wednesday, April 4th and Thursday, April 12th, 2018
CMSV 100 RAP Sessions—required for all students enrolled in CMSV 100

Tuesday, May 1st, 2018
CMSV 100 Paperwork Deadline
☐ Verify that the Site Evaluation and Service Log were submitted for students who were using this experience for CMSV 100.