

CIVICUS Service Requirements Revised Fall 2017

SERVICE REQUIREMENTS

Each semester CIVICUS Associates must complete four short-term projects or one semester-long, long-term project.

Short Term Projects

Associates who fulfill the service requirements through participation in at least four service activities must adhere to the following guidelines:

Each semester, Associates must complete at least two projects organized by CIVICUS, unless participating in an approved long-term service project. All CIVICUS service projects are listed on the CIVICUS OrgSync site. Associates must sign up for projects through the OrgSync page. If you cancel your participation within seven days of the project date, you are responsible for finding a replacement and notifying the Graduate Assistant and Associate Director by email. If this is an unexcused absence* and no replacement is found you will need to complete an additional service project for that semester. This means you must complete a total of five projects over the semester. Failure to complete the five projects by the end of the semester will result in CIVICUS probation.

Associates must submit a Community Service Project Evaluation Form, available on the CIVICUS OrgSync page, **within seven calendar days** of receiving the OrgSync email notification that you have been marked as attending the event. . If an Associate fails to turn in this form within seven days, participation in the project will not count.

Each semester, at least one service activity must be planned independently, without resources or transportation provided by CIVICUS. Associates must complete the Out of CIVICUS Service Project Proposal form on OrgSync. The form must be submitted at least seven calendar days prior to the date of the project. Do not assume your project will be approved – you must wait for approval before you proceed. Projects that are not approved in advance of participation will not count toward the service project requirements. Once the project has been approved and completed, Associates must complete an involvement entry form on OrgSync on OrgSync **within seven calendar days** of completing the activity. If an Associate fails to turn in this form within seven days, participation in the project will not count.

Alternative Spring Break participation consisting of two or more days of service (e.g. programs sponsored by the University's Community Service-Learning, Hillel, CIVICUS, and the University's Habitat for Humanity student organization) can count for two independently planned service activities during the spring semester.

CIVICUS Associates may count the following service activities only **once** in two consecutive semesters:

Making greeting cards or craft items (e.g. blankets, scarves, picture frames)

Team or individual participation in non-profit philanthropic fund-raising (e.g. Susan G. Komen Race for the Cure, Relay for Life, Terp Thon) You must register, pay the required fee, and complete the event.

Giving blood or working a blood drive

The following cannot count toward the semester service requirements:

Service activities between academic semesters

Service requirements for any University course, including, unless otherwise stated in class, CIVICUS courses

Service activities during opening weekend or CIVICUS retreats

Buying items or services (e.g. purchasing candy or paying for a car wash) or making monetary or other contributions (e.g. buying a raffle ticket or donating food or toiletries)

Work for which the Associate is paid or otherwise compensated

Long Term Projects

Associates interested in doing a long-term project must complete the Long-Term Service Project Proposal form on OrgSync. The form must be submitted no less than seven calendar days before the project begins. Do not

assume your project will be approved – you must wait for approval before you proceed. Projects that are not approved in advance will not count toward the service project.

Associates cannot do more than two long-term service projects during their time in CIVICUS.

Once a month Associates doing long-term projects must submit a Long-Term Community Service Project Evaluation Form, available on the CIVICUS OrgSync page. If an Associate fails to turn in documentation once a month, participation in the project will not count and the Associate will need to participate in another project to fulfill the CIVICUS service requirements.

Absences and Lateness to Service Projects

The service organizations we work with depend on the participation of people who have committed to help. When people are late (even by just five minutes), leave early, or do not show, it harms the organization and the people it serves and imperils the reputation of CIVICUS. It is imperative Associates attend the service projects for which they sign up and arrive on time. If an Associate is going to miss or be late to a community service event due to an absence, they must find someone to take their place. For an unexcused absence* from a CIVICUS service project (when a replacement is not found) you are required to complete an additional service project for that semester. This means you must complete a total of five projects over the semester. You must make up the service project missed to fulfill your required four projects and you must do one additional project. Failure to complete this will result in CIVICUS probation.

T-Shirts

Please wear your CIVICUS t-shirts to service projects. We want everyone to know our CIVICUS students are doing great work and what a terrific community we are all a part of.