



Community Service Sanction Instructions

The Office of Student Advocacy and Accountability strives to maintain the welfare of the University community, as well as to assist individual students in developing personal responsibility. The purpose of Community Service as an Educational Sanction is to help the student:

- 1) Become more fully aware of their responsibilities as members of the University community.
- 2) Develop a more thorough understanding of how their behavior affects the broader communities.
- 3) Learn from the Community Service and grow as an individual member of the University community.

Community Service is a disciplinary sanction that requires a student to perform unpaid work of benefit to the community, providing an opportunity for students to make a positive contribution. Student Advocacy and Accountability must approve community service activities in advance based upon the following criteria for Approved Service Opportunities:

- 1) The volunteer may not be paid or compensated in any way for the duration of the placement.
- 2) The service must be supervised and provided in a safe environment that always promotes learning for the volunteer. Volunteers may not be directly supervised by family members or close friends.
- 3) Community service performed as a requirement for other purposes (e.g., fraternity or sorority membership) may not be used simultaneously to fulfill this sanction.
- 4) Monetary or in-kind donations are not considered a replacement for completing service hours. If volunteers assist in the collection or distribution of donated goods, the time spent doing so may be tracked as service hours.
- 5) Activities with for-profit business organizations are not considered community service. The service may include, but is not limited to, participation with non-profit, governmental, public faith-based, campus, or community-based organizations designed with any or all the following purposes:
 - a. Improving the quality of life for community residents;
 - b. Meeting the needs of community residents; or
 - c. Fostering civic responsibility.

Remember the rule that “an hour of service counts as an hour of service.”



To complete your sanction, follow these steps:

1. Submit the Pre-Approval Form and receive approval from your conduct officer.
2. Perform the required community service.
3. Return the Verification Form to the Office of Student Advocacy and Accountability, along with the required Reflection Paper that follows the required format (as outlined under "Community Service Reflection").



PRE-APPROVAL OF COMMUNITY SERVICE

Student's Name: _____

MUID Number: _____

Requested Service Site: _____

Please provide a brief description of the duties you will be performing during the community service:

The service will be completed between (give dates):

DIRECTIONS TO STUDENT: Submit this form to the Office of Student Advocacy and Accountability in person or by emailing your conduct officer to seek approval PRIOR to beginning your community service.

To Be Completed by Student Conduct Staff

Approving OSAA Staff Member Name & Signature

Date



VERIFICATION OF COMMUNITY SERVICE ACTIVITY

Student's Name: _____ **MUID Number:** _____

DIRECTIONS TO STUDENT: Return this form to the Office of Student Advocacy and Accountability in person or by emailing your conduct officer *after* your approved community service hours are completed.

TO BE COMPLETED BY COMMUNITY SERVICE SUPERVISOR OR AGENCY REPRESENTATIVE

I verify that the student named above completed _____ hours of unpaid volunteer service to the following agency or agencies: _____

Please provide a brief description of the duties they performed during the volunteer service:

The service was completed between (give dates):

Signature of Person Providing Verification

Date

Full Name

Title

Email Address

Phone Number



Community Service Reflection

Please expand on your experience from the moment of the policy violation to the completion of your sanction of Community Service. Use the questions as prompts, but know you are not limited to only answering the questions provided. Return this essay (500-word minimum, double-spaced, Times New Roman (12pt), 1-inch margins) with your signed Verification Form to the Office of Student Advocacy and Accountability by the established due date. Education Reflections that do not meet the formatting requirements will not be accepted.

Step 1: Describe

- What policy were you found responsible for violating?
- What was your role in the policy violation and why did you choose to act in that manner?
- Why did you select/why were you assigned the service you performed for the community?

Step 2: Examine

- Do you need to change your perspective after new information and experiences have now been presented to you?
- Did this experience differ from your initial expectations? Why or Why not?
- What effect did you and this experience have on others?
- How do you believe your community perceived you because of your actions?
- Did this increase your sense of responsibility within a community in regards to how your actions can affect others?

Step 3: Articulate Learning, Plan for Future

- What did you learn?
- Why does it matter?
- How did your actions affect your community, how did your service restore your community?
- What steps have you taken – or do you plan to take – to continue having a positive impact on your community?
- What would you do differently?