

COMMUNITY SERVICE AS A SANCTION

GUIDELINES & INFORMATION



The Office of Residence and Housing will accept any non-profit, legitimate work service. Participation with any organization in which you receive payment, class credit or must complete as a class requirement is not acceptable for sanction fulfillment. Helping a family member is also not acceptable service. You can find more detailed information about service assigned as a sanction on our website at: orlh.nd.edu/standards/

FREQUENTLY ASKED QUESTIONS

How can I find out where to do community service?

The Center for Social Concerns (CSC) can provide a complete description of service organizations. For more information, call 631-5293 or visit their website at centerforsocialconcerns.nd.edu. You may also contact your Rector or Social Concerns Commissioner for possible hall service opportunities.

How do I verify that I completed my service requirement?

After you have completed your required service, you must submit a verification letter to the ORLH. This letter must be received BEFORE your sanction deadline. Simply completing the service before the deadline is insufficient -- we also need a verification letter. Letters can be faxed to the office at (574) 631-3954.

What needs to be included in a verification letter?

A verification letter must include the following:

- A description of the type of service you completed.
- The exact number of hours and dates that you worked (service needs to be completed after the date of the disciplinary incident).
- The letter should be written on the service organization's letterhead - including a contact phone number.
- The letter must be signed by a NON-STUDENT work supervisor. **Letters signed by students or your parents will not be accepted.** If you complete your service through a student organization (i.e. Habitat for Humanity) you must have the Faculty/Staff advisor write your verification letter.

What happens if I do not complete service hours by the deadline?

It is important that your sanction is completed on time as the Office of Residence Life and Housing does not generally grant sanction extensions. Please do not call on or after your deadline date as unfulfilled service hours will be translated to a monetary fine in the amount of \$10.00 an hour, doubled and billed to your student account.

INVOLVEMENT IN SERVICE CLUBS

After fulfilling your service as a sanction requirement, you may decide to participate in regular service opportunities beyond your requirements. The Student Activities Office and Center for Social Concerns can assist you in identifying clubs which may interest you. Here are some of the more popular service clubs on campus:

Circle K	www.nd.edu/~circlek
Habitat for Humanity	www.nd.edu/~habitat
Teamwork for Tomorrow	www.nd.edu/~teamwork

For a list of all service clubs, visit: www.nd.edu/groups/service/

USEFUL WEB SITES

Residence Life and Housing	orlh.nd.edu/standards
Center for Social Concerns	centerforsocialconcerns.nd.edu

INSIGHT INTO EFFECTIVE SERVICE LEARNING

[Adapted from John Kohls service-learning guidelines, JBE, Jan. 96, P.05]

1. Decide on an organization that can provide you with service that will fit your schedule and goals.
2. Call the contact person to set up a time to meet. Keep in mind that social service agencies often are understaffed and phone calls sometimes are not returned promptly. You may have to call several times before you are able to speak with the contact person.
3. Meet with the contact person:
 - Explain your reasons for choosing that particular organization.
 - Make sure that you receive orientation, training, and supervision.
 - Reach an agreement with the contact person on your schedule and the type of service you will perform.
 - Be sure to let the contact person know that, upon completing your community service hours, you will need a letter verifying your service. Doing so will allow that person to keep track of your hours as soon as you start at the agency.
 - Know that if you are working with children or other vulnerable populations, the agency is required to request a background check. This may take some time, so be sure to start the project as soon as you can. Do not wait until the last week of the semester to contact an agency because they might not be able to make accommodations for you.
4. Commitment
 - Social service agencies rely on volunteers to be dependable and consistent. Be there when you say you will.
 - Call if you will be unable to attend or will be late.
5. Conform to the policies of the organization, including health precautions, procedures, and confidentiality.
6. Contact the Office of Residence Life and Housing or the Center for Social Concerns if you need any assistance.

