

SHSU Community Service Sanction Instructions

What is Community Service?

Community Service is an act that you complete where you are not paid and are not receiving credit. Generally, people think of acts like participating in a trash clean-up or serving in a soup kitchen, but it does not have to be an organized activity. You could be volunteering at the local Boys and Girls Club or for a non-profit organization; you could be helping to promote a program for a club or organization, you could be helping out at a special event, etc. However, since this community service is a sanction resulting from a conduct matter, it must be service that you were not already being required to complete for a different reason (i.e. community service required by membership in a Greek group or service required for a class, etc.).

How do I find opportunities for completing Community Service Hours?

Please understand that it is primarily up to you to find something to do to complete your hours, we typically will not place you with a community service project. If you have a car on campus, consider helping out at a local animal shelter, school, or medical facility.

- Your hearing officer may forward you opportunities that arise on campus as options (i.e. Residence Hall events, Student Affairs sponsored events/tasks, etc.).
- There will be some circumstances when your hearing officer will mandate a specific community service activity.
- If interested in completing hours in the Johnson Coliseum, you will need to contact Ed Chatal (rca_elc@shsu.edu) for more information.

Is there anything that I can't do for my Community Service?

There are often opportunities that could be considered a service to the community, however not all hours are counted as community service. If you are questioning if your service choice is appropriate, check with your hearing officer.

- Any service that another student or your parents/siblings would sign to verify will not be approved.
- Serving as a designated driver for friends or an event does not count as community service.
- Hours being counted toward another obligation (Greek Like, class assignment) cannot also be turned in to meet this sanction.

How do I turn in my hours?

Once you have completed your hour(s), a staff member who can verify your participation must fill out the following form. Service hours cannot be verified by students or your parents. Once it is complete, turn in your hours to your hearing officer.

If you need an extension in order to complete your hours, you must contact the hearing officer who assigned this sanction to you in order to establish an extension deadline. If you do not communicate your needs, your hearing officer will mark your hours as incomplete and follow up appropriately.

SHSU Community Service Reporting Sheet

This section should be completed by the student

Student Name:

Sam I.D. Number:

I have completed _____ hours of volunteer service to the following agency or agencies:

Brief description of service completed:

This service was completed on or between (give dates):

_____/_____/_____ and _____/_____/_____

This section should be completed by the Community Service supervisor

Name of Community Service Supervisor:

Title:

Email Address:

Phone Number:

The best way to verify this Community Service is by:

____ Phone

____ Email

____ Other:

Office Use Only

____ Service Verified

____ Maxient Updated