

10 hours of service each semester is a requirement for your tuition scholarship. We want to make this experience an enjoyable learning opportunity by making the documentation process of your hours very clear and easy to follow.

Community Service: *These hours are documented with the CSLV located in room 491 on the 4th floor of the Student Services Building.*

There are plenty of volunteer opportunities available for you to explore possible careers, network with professionals, or to simply enjoy the community that you now a part of. We ask that you choose from the approved list that the Center for Service Learning and Volunteerism (CSLV) has compiled that is located on our website: www.cslv.siu.edu by clicking "View Fall Volunteer Opportunities Here". If there is a community service volunteer opportunity that you hear of and it is not on the list please contact Nikki Wagenschutz at the Center for Service Learning and Volunteerism nwagenschutz@siu.edu and she will discuss with you the potential of having this opportunity approved at least 2 weeks BEFORE the event is scheduled. Please note: The volunteer list that is on the website is updated periodically to add new events and opportunities. If you want the most current volunteer opportunity information you should periodically check the list for any new additions.

How to understand the CSLV Volunteer List:

For "one time" events, these are events that dated events that only happen maybe once a year. These opportunities are listed at the beginning of the CSLV Volunteer List in chronological order.

On-Going Opportunities are volunteer opportunities that are always looking for volunteers throughout the year and you will be able to return to help these organizations on more than one occasion. These opportunities are listed in the last half of the CSLV Volunteer List and are in alphabetical order.

How to Document Community Service:

Individual and Group Forms are found on our website at: <http://cslv.siu.edu/students/svc/forms.html>

Individual Forms:

When completing a volunteer service as an individual and not part of an RSO then you will use the Individual form.

Be sure to complete all areas of the form and have the representative at the community service site sign off on the bottom of the form. If you are going to one site on an on-going basis then you can use one form and complete the time log sheet on the back side of the Individual form and then total your hours from the back and transfer that number to the "total hours" box on the front of the form.

All forms are turned in no later than 2 weeks after the volunteer service is completed to the CSLV office located in room 491 on the 4th floor of the Student Services Building. If you doing on-going service at one site then that form is to be turned in no later than 2 weeks after the last day of service at that site for the current semester. All forms must be turned in one week before finals week.

Group Forms:

The only time you will document your hours on the Group form is when you volunteer with an RSO on campus. These hours will still count towards your required community service hours. If are a part of an RSO that has an "Adopt-A-Spot" through Keep Carbondale Beautiful, then you may encounter another group volunteer form that is specifically for this volunteer service.

All forms are turned in no later than 2 weeks after the volunteer service is completed to the CSLV office located in room 491 on the 4th floor of the Student Services Building. All forms must be turned in one week before finals week.

Campus Service: *These hours are documented through the Campus Service Form for Scholars which was sent to you by the Academic Scholarship Office.*

Completed forms should be submitted to the Center for Service Learning and Volunteerism. Forms must be signed by the student and supervising staff member before submitted to the Center.

I hope this helps you get out there, make memories, and enjoy your volunteer experience! If you have any further questions, please feel free to contact Nikki Wagenschutz at nwagenschutz@siu.edu or 453-7520.