



Community-Based Service Work Guide for Federal Work-Study Employees



Welcome to the Community-Based Service Work Handbook! Community-based service is a great opportunity for you to gain valuable experience while completing your degree.

This handbook will help to provide you with information regarding how to find community-based service opportunities for Federal Work-Study student employees, how to find a Community Service Leader position, and how to submit community-based service hours if you have a Work-Study position.



Table of Contents

Topics	Page(s)
• Community-Based Service Work Contacts	1
• Community Service Leader Position	1
• Federal Work-Study Community-Based Service Work Checklist	2
• Important Documents and Resources	3
• SJC Transportation	3

Community-Based Service Work Contacts

Community Service Contact

Kathryn Cody Russell

Interim Vice President of Mission, Sponsorship, and Planning

Kathryn organizes the community service opportunities and programs for the College. These include on-campus events and maintaining a list of community partners for off-campus service opportunities. Kathryn also oversees the Community Service Leader program.

Office: Mercy Center, Heffernan Center, 2nd Floor

Email: krussell@sjcme.edu

Phone: 207-893-7794

Financial Aid Office Contact

Janie Joyce

Senior Program Assistant

Email: jjoyce@sjcme.edu

Phone: 207-893-6613

Contact Janie if you have questions regarding financial aid/Federal Work-Study.

Community Service Leader Position

Community Service Leader is a federal work study position that counts for federal work study and community-based service hours. This is a great opportunity as you earn money while working in service positions during the academic year. By participating in a Community Service Leader job you will automatically meet your 8 hour community-based service requirement. Check the student employment website to apply.

FEDERAL WORK-STUDY COMMUNITY-BASED SERVICE WORK CHECKLIST

SAINT
JOSEPH'S
COLLEGE

A simplified guide to your FWS community service requirement.

REQUIREMENTS & ELIGIBILITY



1. WHO

Students with FWS in their aid package & working an on-campus FWS job.



2. WHAT

Complete **8 hours** of community-based service work per academic year.



3. WHEN

Complete within **10 weeks** of position start date (and before FWS funds exhaust).



2. COMPLETION & PAYMENT

SCHEDULE

Hours can be all at once or incrementally.



COORDINATION & FINDING A SITE

3. COORDINATION

Coordinate activities using the **List of Pre-Approved** below with your department manager/supervisor.



4. PAY

Get paid **bi-weekly** as hours are logged and completed.



Important Documents and Resources

List of Pre-Approved Sites

- ☐ Find an organization that you are interested in
- ☐ Review the list of approved [Work Study Community Based Opportunities](#) AND/OR
- ☐ Check to see if an organization is [pre-approved](#) for the Federal Work-Study community-based service program
- ☐ If the organization is not an approved organization, please reach out to Kathryn Cody Russell: 207-893-7794, krussell@sjcme.edu

How to Get Paid

- ☐ Bring the [Community Service Timesheet \(323307\).pdf](#) to the community site with you to be signed by a direct site supervisor
- ☐ You will be paid for a *reasonable amount of time* for travel that is directly related to community-based service work, record your travel time on the timesheet.
- ☐ Scan and email your payroll form, complete with required signatures, to: payroll@sjcme.edu
- **DEADLINES:**
 - Payroll forms are due to the Payroll Department by the last Friday of the pay period by 12 p.m.
 - If you are working community-based service hours the last Saturday or Sunday of the pay period, payroll forms are due to the Payroll Department by the next business day, Monday at 12 p.m.

SJC Transportation: Motor Vehicle Operator Policy

- ☐ If you would like to drive a College Vehicle (van) to your community service site, you will first need to complete the Vehicle Driver Application Form in the [Motor Vehicle Operator Policy for Saint Joseph's College's Vehicles](#)
- ☐ Submit your Vehicle Driver Application Form to: sjcsecurity@sjcme.edu or drop your form off to Campus Safety in Standish Hall (1st floor)
- ☐ Basic Requirements:
 - ☐ Valid driver's license
 - ☐ An Acceptable Motor Vehicle Record
 - ☐ Must be 18 years or older
 - ☐ Complete the required training (Campus Safety is responsible for providing the vehicle orientation and safety training)
- ☐ Reference the [Motor Vehicle Operator Policy for Saint Joseph's College's Vehicles](#) for more information