



Community-Based Service Work Handbook 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.

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Community-Based Service Work Contacts

Community Service Contact

Kathryn Cody Russell
Director of the Mercy Center

Kathryn organizes the community service opportunities for campus. These programs include on-campus events. This also includes overseeing the Community Service Leader program. Kathryn also maintains a list of community partners for off-campus service opportunities.

Office: Mercy Center, Heffernan Center, 2ndFloor
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.

Federal Work-Study Community-Based Service Work Checklist

In support of our core value of compassion, which calls us to “consciously reach out beyond our college boundaries to serve the needs of others,” all student Federal Work-Study (FWS) employees at Saint Joseph’s College are required to complete **eight (8) hours of community-based service work** (per academic year **prior to FWS funds exhausting**). Federal Work-Study (FWS) community-based service hours are for students who have received FWS as part of their financial aid package and are working a FWS job on campus.

These hours can be completed all at once or incrementally. You will then receive payment for the 8 community-based service hours as completed on a bi-weekly basis. These hours must be completed during the academic year, prior to your FWS funds exhausting. **Student employees will have ten weeks to complete their eight (8) hours of community-based work from the start of their position.** This work is to be coordinated with your department manager/supervisor throughout the semester and you can participate as it fits your schedule. This community-based service work relates directly to the Core Values of Compassion, Justice, Excellence, and Respect which are the foundation of the College.

How to Find an Opportunity

- ☐ Review the Community Service Events section (page 6)
- ☐ Watch for emails with opportunities throughout the year
- ☐ Find an organization that you are interested in
 - ☐ Review the list of approved [Work Study Community Based Opportunities](#)
 - ☐ 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
- ☐ Find transportation to the service opportunity you are attending
 - ☐ Provide your own transportation OR
 - ☐ See the SJC Transportation and Public Transportation sections on pages 4 & 5 for further information
 - ☐ You will be paid for a *reasonable amount of time* for travel that is directly related to community-based service work
 - ☐ Print and record your travel time and work location on the [Community Service Timesheet \(323307\).pdf](#)
- ☐ Complete community-based service work, **remember to 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 and work location on the [Community Service Timesheet \(323307\).pdf](#)

- ☐ 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.

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
- ☐ Once your community-based service hours have been completed for the pay period, bring your payroll form to your primary SJC department manager/supervisor for review and signature
- ☐ 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

Public Transportation

- ☐ Public transportation to Windham and Portland is also available at no cost to you!
- ☐ To learn more please click [here](#).

Scan for iOS



Scan for Android



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.

Important Documents and Resources

[List of Pre-Approved Sites](#)

A list of sites that do not need to be approved before completing community-based service work can be found on the list of approved opportunities: [Work Study Community Based Opportunities](#)

[Community Service Timesheet \(323307\).pdf](#)

- This form is brought with you to community-based service opportunities and signed by the site supervisor and primary SJC manager/supervisor.

Community Service Events

These are community service programs that are hosted by the Mercy Center.

For detailed information and to register contact the Mercy Center at: mercy@sjcme.edu

September 24th, 2025: Volunteering with Standish Food Pantry

Helping distribute food to local families during Mercy Week. **Sign up [HERE](#) by Sunday, September 21st.**

October 4, 2025: Service Saturday with Partners for World Health

Volunteer from 12-4pm with Partners for World Health, an organization that makes medical supplies accessible to those in need while reducing medical waste. **Sign up [HERE](#).**

October 17, 2025: Dr. Beth Auger Day of Service

Dr. Beth Auger was a beloved professor of biology at Saint Joseph's (video tribute [here](#)). Upon her passing in 2017, the College renamed its annual day of service in her honor. This year, the Beth Auger Day of Service will take place on Friday, October 17th from 12:30-3:30pm as a part of Homecoming Weekend! **Sign up [HERE](#) before October 3rd.**

October 18, 2025: Camp Sunshine Pumpkin Festival

Camp Sunshine Pumpkin Festival. We are partnering with Camp Sunshine for this annual event. We are looking for SJC students to sign up for various volunteer shifts throughout the day at L.L. Bean in Freeport, Maine. This service is from 9am to 3pm, transportation is provided. Sign up [HERE](#).

Other Opportunities for Service:

[FWS Approved Sites](#)
