



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 the Dr. Beth Auger Day of Service and Thanksgiving Box Distribution Day. 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 employees at Saint Joseph’s College are required to complete **eight (8) hours of community-based service work** (per academic year). 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. 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 On-Campus Community Service Events section (pages 5 & 6)
- Watch for emails with opportunities throughout the year
- Find an organization that you are interested in
 - 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
 - Utilize public transportation through the RTP Lakes Region Explorer bus OR
 - Reserve a College vehicle from Campus Safety (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 [payroll form](#)
- Complete community-based service work, **remember to bring the [payroll form](#) 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 [payroll form](#)
 - 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 [payroll form](#) 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](#).

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.

[Payroll Form](#)

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

On-Campus Community Service Events

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

Dr. Beth Auger Day of Service: October 6, 2023

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.

The service will be with local organizations. There will be two shifts (8:30 AM - 12:00 PM and 1:00 - 4:30 PM) with lunch provided in between. We invite you to join other members of the Saint Joseph's community to bring our core value of compassion to our surrounding community. You can register and select the time slot that works best for you [here](#).

Thanksgiving Box Distribution Day: November 18, 2023 8am-1pm, Stone Barn

Each year members of our community assist in gathering donations for “Thanksgiving Meal Boxes” that will be distributed to local families in need. We are seeking students who can help with the donation gathering, organization, and distribution in preparation for the November 18th event as well as the event itself. You can sign up to register [here](#).
