

College Service Hours Guidelines

The following information is provided to you in order to help guide you through the process of collecting College Service hours. First, contact the Mercy Center Graduate Assistant to begin the process. The Mercy Center will be able to assist you in the following ways:

- Finding a convenient time that works with your college class schedule.
- Select the organization in which you would like to volunteer for.
- Introduce you to your community leader.
- Coordinate orientation to the volunteer site.
- Facilitate your visit at the volunteer site.
- Provide Transportation.

Service Hours must be completed on your own time and must be done separately from other college community service events. If you are completing hours for a class or as part of a team or club's service project, they cannot be counted towards these service hours.

When you are completing your hours, we expect students to be positive and ready to work. You are representing SJC, and we expect students to display our core values of respect, excellence, and community. Please limit your distractions while you complete your hours.

Attached to this letter is a college service form. This form logs your completed service hours and needs to be completed by a supervisor at your service location. If you need an extra form or have any questions, please let our office know.

Please make sure to complete your hours and turn in the attached form by your assigned due date. If you need to discuss an extension to the deadline, please contact the Residential Living Staff member who assigned these sanctions to you.



Saint Joseph's College
College Service Logbook
Time Verification and Performance Evaluation

Name:

Number of Hours Required:

Completion Date:

+++++

Agency:

Agency Address:

Phone:

Supervisor's Name:

Date(s)

Number of Hours Worked

Work Accomplished:

Attitude/Performance:

Comments:

Supervisor's Signature

To the student: This verification form is due by the date stated on your original outcome letter. Please have a Supervisor complete this form. Once completed, submit the verification form to your conduct officer, in the Office of Campus Life on the 2nd floor of the Heffernan Center.