

The Office of Community Engagement is providing the following as a series of guidelines to help you plan for serving. We want you to get the best life experience of this opportunity. If you have any questions regarding serving or Community Engagement in general, please contact the Office of Community Engagement at engage@samford.edu.

The following are commonly used terms by the Office of Community Engagement:

- **Community Service**- is time spent contributing uncompensated effort with the intention of addressing a genuine community need in association with a community partner.
- **Community Partner**- a public, non-profit, or volunteer organization with a stated mission to address one or more identified community needs, and that has specific expertise for addressing issues related to that need. A community partner may also be a for-profit organization awarded public funding to address a specific community need.
- **Cadre**- a student who is dedicated to serving at one of the provided non-profit organizations for a course of 8 weeks in the fall and/or spring semester.
- **Impact**- a report submitted via Samford Give Pulse that allows you to reflect on your volunteer experience.
- **Service Hours**- the amount of time dedicated to serving at a non-profit organization.

The following are examples of uncompensated effort that **may be logged** as community service:

- Volunteering supervised by and coordinated with a Community Partner. This may include community cadres, special event volunteering (Samford Gives Back), coaching, tutoring, mentoring, working with students with disabilities, child care, ESL classes, senior care, etc.
- Service hours undertaken with a faith based organization as long as service is offered with no faith requirement.
- Time spent completing required training for a specific volunteer activity. For example, required training and/or orientation or on-boarding with a community partner.

The following are examples of uncompensated effort that **may NOT be logged** as community service:

- Any effort for which the student is paid or receives other significant compensation.
- Time spent in service learning classrooms or doing class work that will be turned in for credit.
- Internal service to a student organization or time spent in a general student club or organization activities without a community partner, fundraisers for the student organization, tabling, and meetings.
- Service to an immediate family member that has not been coordinated in some way through a community partner does not constitute community service.

Benefit of Tracking Volunteer Hours

Keep track of your volunteer hours online through Samford Give Pulse by logging them at your convenience or after a service project and/or community cadres.



Students/ Cadres that log hours can:

- Use Samford Give Pulse as a tool to keep track of your service hours and experience and to also build your resume
- Qualify to receive the (place holder if we want to give an award)
- Take lead on the leader board to showcase dedicated volunteer service
- Show the positive impact that Samford students are making in the community

Approving Volunteer Hours

- **For Community Cadres:** ALL hours must be approved by the Community Engagement Coordinator or the Director of Community Engagement only.
- **For Student Organizations:** ALL hours may be approved by the chair or co-chair in your organization.
- **For Service Learning Courses:** ALL hours may be approved by your professor conducting the course or the Office of Community Engagement.

**The Office of Community Engagement reserves the right to determine that an activity not defined in this document may not qualify as a volunteer activity.*