

## Policies and Guidelines for Community Service

### **How do I complete my community service hours?**

1. Obtain pre-approval
  - a. Contact the Office of Student Conduct & Conflict Resolution with the name of the place and the type of the service you would like to complete. You must do this BEFORE you start the community service hours.
2. Submit your hours for verification
  - a. All hours must be submitted in letter form on organizational company letterhead. The letter must be written and signed by the person who supervised your hours. The letter must include contact information for verification.
  - b. Please note that your hours are not considered complete until they have been verified by the Sanction Compliance Officer in the Office of Student Conduct & Conflict Resolution. It may take up to 3 business days from the day you turn in the letter to complete the verification of your service hours.

### **How do I find a site to do my community service work?**

We encourage all students to contact Northeastern's Center for Community Service for sites and special events, (<http://www.northeastern.edu/communityservice/>) at 304 Columbus Place and 172 Curry Student Center, 617.373.5809. Please note that all students are responsible for researching and finding appropriate community service sites. Community Service hours need not be completed in Boston; students may complete their hours at any pre-approved agency and hours can be completed at more than one site.

### **What are some examples of approved places for community service?**

- Church or Religious Organizations
- Local Town Libraries or Park/Recreation Departments
- Hospitals or Nursing Homes
- Food Banks or Homeless Shelters
- High School Tutoring or Youth Sports Programs
- Special Fundraising Events, i.e.: fundraiser walks or other charity functions.
- Northeastern special events or work in approved University Offices.

### **What are some examples of community service that will NOT be approved?**

- Sites that are not pre-approved. ALL COMMUNITY SERVICE SITES MUST BE PRE-APPROVED BY A STAFF MEMBER IN THE OFFICE OF STUDENT CONDUCT & CONFLICT RESOLUTION.
- A parent or family member supervised you at the community service at a location.
- You were compensated for your work, or you were otherwise required to provide the service.

### **Expectations of students while performing community service hours**

- Students are representatives of Northeastern while they are at their community service sites. Students are expected to act professionally and follow through on their assigned work-hours.
- Students are expected to complete their hours by the required deadline. Students who fail to complete their hours will have a judicial block placed on their student records.