Policies and Guidelines for Mandated Service

STEP ONE: Identify the number of mandated service hours you must complete and the deadline by which you must complete your service.

STEP TWO: Obtain pre-approval
• Refer to the second page of this memo for pre-approved sites you can contact to complete your service hours.
• If you would like to complete your service at another site, you must contact the Office of Student Conduct & Conflict Resolution for approval prior to starting and/or completing your service. Please send an email to oscr@neu.edu with the name of the place and the type of the service you would like to complete before beginning your service.

STEP THREE:
• Complete your service
• Obtain confirmation of completed service by the person who supervised you.
  o This confirmation should be written on the organization’s letterhead and include the number of hours you completed, and the supervisor’s contact information.
  o Staff in OSCCR may use this information to verify that you’ve completed your service.

STEP FOUR: Submit your hours for verification
• Bring your confirmation letter to OSCCR so that staff can mark your sanction as “complete.”
• Please note that it may take up to three business days from the day you turn in the confirmation letter to complete the verification of your service hours. Therefore, you are encouraged to submit this confirmation a few days prior to your deadline date, so you don’t receive a hold on your record.

THINGS TO CONSIDER:

EXPECTATIONS OF STUDENTS
• You are a representative of Northeastern University while contacting sites to schedule your service and while you are completing this service.
• Plan ahead and receive approval for your service as soon as possible so you can start completing your sanction. Waiting until the last minute could result in you not meeting the deadline and having a hold placed on your record.
• You are a representative of Northeastern University while at your service site, and you are expected to act professionally and follow through on your assigned work-hours.

WHAT ARE SOME EXAMPLES OF APPROVED LOCATIONS?
• Northeastern special events
• Local Town Libraries or Park/Recreation Departments
• Food Banks or Homeless Shelters
• Religious Organizations
• High School Tutoring or Youth Sports Programs
• Special Fundraising Events, i.e.: fundraiser walks or other charity functions.

WHAT ARE SOME EXAMPLES OF LOCATIONS THAT WILL NOT BE APPROVED?
• A parent or family member supervised you at the location.
• You received compensated for your work, or you were otherwise required to provide the service (i.e Co-op, internship, job, etc).
• On-line or virtual service programs such as, but not limited to http://www.fastcommunityservice.com/
**MANDATED SERVICE IDEAS**

Organizations are always looking for help with specific events and routine operation. You will be able to find many places to complete service requirements around the Boston area. Please refer to the service sites listed below for suggested volunteer opportunities. You can also research possible opportunities at various online volunteer databases listed below.

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**RESOURCES**

**Organizations and Search Engines**
- Volunteer Match
  - http://www.volunteermatch.org
- Volunteer Solutions
  - http://volunteer.truist.com/

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**PRE-APPROVED SERVICE SITES**

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<thead>
<tr>
<th>Greater Boston Food Bank</th>
<th>617-427-5200 ext. 5200</th>
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<tr>
<td></td>
<td><a href="http://www.gbfb.org">www.gbfb.org</a></td>
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<tr>
<td>Community Servings</td>
<td>617-522-7777</td>
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<td></td>
<td><a href="http://www.servings.org/index.cfm">www.servings.org/index.cfm</a></td>
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<tr>
<td>Saturday’s/Sunday’s Bread</td>
<td>617-872-0096</td>
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<tr>
<td></td>
<td><a href="http://www.satsunbread.org">http://www.satsunbread.org</a></td>
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<tr>
<td>Haley House</td>
<td>617-236-8132</td>
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<td></td>
<td><a href="http://www.haleyhouse.org">www.haleyhouse.org</a></td>
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<tr>
<td>St. Francis House</td>
<td>617-542-4211</td>
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<td></td>
<td><a href="http://www.stfrancishouse.org">www.stfrancishouse.org</a></td>
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<tr>
<td>Cradles to Crayons</td>
<td>617-779-4700</td>
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<td><a href="http://www.cradlestocrayons.org">www.cradlestocrayons.org</a></td>
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<tr>
<td>Friday Night Supper</td>
<td>617-536-7050 ext. 22</td>
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<td></td>
<td><a href="http://www.fridaynightsupper.org">www.fridaynightsupper.org</a></td>
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Package, sort, and distribute donated food to those in need in the Boston area.

Provide free home-delivered meals to people homebound with acute life-threatening illnesses, who are unable to shop or cook for themselves.

Serves free hot meals to people in need in the Boston area every Saturday and Sunday.

Help clean up the Dudley Square Neighborhood or serve food and wash dishes in the Soup Kitchen.

Assist with meal preparation services, clean up, and distribute food as well as sort clothing to the largest day shelter in New England.

Put together packages for children up to age 12 living in homeless and low-income situations that include the essentials they need to feel safe, warm, ready to learn, and valued.

Provides meals to homeless and hungry people in need in Boston every Saturday and Sunday night.