

Centenary University Leaders in Service Handbook

2019-2020



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Program Goals and Values

Leaders in Service is intended to fulfill several main goals:

- Engage students on campus and in the local community
- Create a sense of community and purpose for students
- Teach professional skills through volunteer experiences and workshops
- Increase students understanding of their community and its needs through experiences and Service Learning classes
- Build a professional network through relationships with community partners

Program Outline

LIS Cohort

Requirements for membership:

- Students must commit to complete 40 hours of volunteer service
- Attend orientation in September

Program outline:

- Attend orientation in September
- Complete 40 hours of volunteer service
 - 75% must be completed during the school year (30 hours)
 - A minimum of 20 hours must come from cohort-based service (activities run through LIS. Examples: MLK Day of service, Midnight Run, National Day of Service, Make a Difference Day, Constitution day, or monthly group volunteer activities)
 - Optional personal project
 - Those who complete a personal project will have the opportunity to apply for the LIS Outstanding project award
 - Refer to project guide on page 7 for details on how to complete an LIS project
 - Work with a mentor from the Centenary Community Scholars program
 - Report hours as directed monthly
- Attend year end recognition event
- Complete all pre and post evaluations as directed

Relationships with Community Partners

Do

- Research: What do they do and why?

- Show up on time
- Wear appropriate clothing for the work
- Cooperate with the site supervisor and team members
- Treat all clients and volunteers with respect
- Behave professionally- treat this like a business relationship

Don't

- Cancel or come late without notifying the supervisor
- Go to your site under the influence of drugs or alcohol
- Interact with clients outside of your volunteer position
- Give out personal information or money
- Ask clients, volunteers or supervisors personal questions

What Counts as Community Service?

The following service activities count towards community service requirements at Centenary University:

- Supervised on campus activities benefiting a charitable non-profit organization
- Supervised off-site activities benefiting a charitable non-profit organization
- Time for orientations and training received at a host site
- Organized activism or advocacy for a social justice cause or charitable organization
- Supervised volunteering to improve quality of life on campus or in the community
- Federal Community Service programs
- Unpaid work/internships for a non-profit, charitable or government organization
- Volunteering for events with a student organization on campus

The following activities DO NOT count towards community service requirements at Centenary University:

- Paid work for a nonprofit, charitable or government organization
- Work study
- Volunteering for University Athletics (unless for a charitable project)
- Time traveling to and from service site
- Volunteering to benefit a for profit organization
- Unsupervised volunteering (cannot be reasonably validated)
- Volunteering to assist an office on campus
- Helping a relative or friend

Reporting

Hours should be logged monthly and are due by the 5th of each month for the previous period. All students are responsible for reporting at least ten hours through the website to satisfy their graduation requirement. The form and instructions can be accessed through the Community Engagement web site. Students should be sure to select the LIS option at the bottom of the form so that their hours can be counted towards the specific program.

LIS Board of Directors

The LIS board of directors is comprised of 5-10 LIS cohort members. There is a chairperson, a treasurer, and a secretary and the chairperson does not vote. Members can only serve 2 consecutive years on the BOD, and officers cannot serve consecutive years in the same position. New members are selected by the board through a short interview process in the month of September each year. All decisions will be made through majority vote.

The following are the responsibilities of the BOD

- Plan at least one fundraiser per year. Funds will go towards LIS recognition event or group activity
- Plan and at least four professional skills workshops per year
- Assist community engagement coordinator in planning cohort service activities each month
- Assist community engagement coordinator in planning recognition events
- Plan at least one outing for the cohort and the scholar's program
- Support LIS projects where necessary
- Manage cohort budget (money from fundraisers + starting funds)

Appendix

Centenary University Leaders in Service: Student Participation Agreement

Centenary University Leaders in Service

Student Participation Agreement

The purpose of this agreement is to inform the student of the risks and responsibilities inherent in community engaged service and learning activities and to document that the student has been so informed. This document must be completed and returned to the Community Engagement Coordinator before a student will be cleared to begin work with a community organization.

Part I: Student Information

Name: _____ Phone: _____

Email: _____ Major: _____

Year of study: Freshmen Sophomore Junior Senior

Part II: LIS Program Requirement

One-Year Cohort: I will complete a minimum 40 hours for one academic year

Initial: _____

Part III: Guidelines and Responsibilities

Every student participating as a Centenary University Leader in Service is required to:

- Attend an on-site orientation and fulfill other training or screening requirements, as determined by your project coordinator and site supervisor.
- Adhere to the community organization's policies and procedures, including confidentiality of client information.
- Behave with professionalism (including being on-time, meeting deadlines, accepting feedback and supervision, and dressing appropriately) and treat the organization's staff and clientele with respect.
- Communicate proactively with your site supervisor and course professor about any circumstances at your community site affecting your safety or ability to fulfill your responsibilities.

While working at this community organization DO NOT:

- Report to the site under the influence of drugs or alcohol.
- Give or loan money or personal belongings.
- Give a client or agency representative a ride in a personal vehicle.
- Meet alone with or engage in any type of non-professional or business relationship with clients during the term of work with this organization.
- Exchange personal contact information

- Tolerate verbal exchanges or behaviors that might be perceived as sexual or as discriminating against an individual based on age, race, gender, sexual orientation, ability, or ethnicity.

Signature

By my agreement to participate in Leaders in Service(LIS), I confirm that I understand the policies, obligations and risks associated with participating in LIS and I shall not hold Centenary University, its agents, employees, or representatives liable for any damages or losses arising from my participation. Further, I indemnify and hold Centenary University, its agents, employees, or representatives harmless from any damages or losses arising from my participation in LIS.

Print Name: _____

Signature: _____ Date: _____

Waiver of Liability Release Form

In consideration of being allowed to participate in the Centenary University Leaders in Service(LIS) program (Date _____), the undersigned acknowledges and agrees that:

1. The risk of injury from the activities involved in this program is significant, including but not limited to the potential for permanent paralysis and death, serious injury to internal organs, musculoskeletal injuries and possible impairment to my general health and well-being.
2. I knowingly and freely assume all responsibility for any risk of loss, property damage or personal injury that may be sustained by me, or any loss or damage to property owned by me, as a result of my participation in the Centenary University alternate spring break program.
3. I further agree to release and hold harmless Centenary University and staff member, Rachel Danitz from all claims and liabilities of any type whatsoever and for damages to, loss or destruction of any property or injury, sickness or death, which may result from my participation in the Centenary University LIS program.
4. I willingly agree to comply with Centenary University rules and regulations.
5. I acknowledge that I am in good physical condition and do not know of any condition or reason that I should not participate in the Centenary University's LIS program.
6. I understand that a medical examination to assure myself of physical fitness is desirable, that obtaining such an examination is my own responsibility.

In signing this release, I acknowledge and represent that I read the foregoing Waiver of Liability Form, understand it and sign it voluntarily as my own free act and deed. I am at least (18) years of age and fully competent.

Member (over 18)

Name (printed)

Signature

Date

LIS Project Proposal

Name_____

Year of study_____Project Supervisor_____

Date of Proposal_____Implementation date_____

Briefly explain the logistics of the project

Estimate the time commitment for this project

Who will this project benefit?

Why did you choose this project?

What resources will be needed to complete this project?

Please estimate your expenses for this project

Item	Cost	Total

X

Student

X

Community Engagement Coordinator