GUIDELINES FOR STUDENT ORGANIZATION SERVICE OPPORTUNITIES

North Carolina Central University
Office of Community Engagement and Service (OCES) and Student Engagement and Leadership (S.E.A.L.)

We encourage all campus organizations to coordinate service opportunities through their Advisors and Executive Director of S.E.A.L. for students to earn community service credit. Please adhere to the following guidelines:

1) A proposal must be submitted to the Advisor of the organization four weeks in advance of all Service Opportunities. The opportunity must clearly address the following:
   a. What is the community/civic focus of this event?
   b. What population will be supported/assisted/improved through NCCU student participation in this event?
   c. What will students learn as a result of participation in this event?
   d. What are students expected to do to earn service credit?
   e. What measure will be used to determine if a student has successfully completed the event?
   f. How will event participation be monitored?
   g. Who is responsible for volunteer participation? Will this person confirm sign-in log or spreadsheet if swipes are used?
   h. How will students have direct contact with the population they are supporting/assisting/improving or (if direct contact is inappropriate) learn about the population they are supporting/assisting. (We encourage an educational component either through experiential activities with the population or through educational activities that allow students to learn about the population for which they are volunteering.)

2) Collecting Donations: When the Service Event includes collected donations, a learning component of the service project should be planned to allow students an opportunity to learn about the population for which donations are being collected.

3) Indirect Contact events: We realize that not every Service Event involves direct contact with the population being supported/assisted/improved. However, we ask that some aspect of the event is devoted toward helping students understand the relationship between the event activity and the population being supported/assisted. Example: Walk-A-Thons are asked to host an educational component for students to learn about the issue being addressed through the Walk A-Thon.

4) Each Service Event must include an academic reflection component. Once a proposal is submitted to the organization advisor, the OCES staff can assist the student organization in writing a reflection component.
5) After the final proposal is approved by the Advisor, it is then submitted to the Executive Director of SEAL two (2) weeks in advance of the event. All events offer hour per hour service credit hours, unless, approved by the Executive Director of SEAL.

6) Once the Service Event registration is approved, the event promotional material can be posted for students to view and to register for the event.

In you have further questions, please feel free to contact the Office of Community Engagement and Service, Ms. Ruby Messick at 919 530-5384 or email rmessick@nccu.edu or Student Engagement and Leadership, Mr. Orok Orok at 919-530-5548 or email oorok@nccu.edu.