



> STEP 1 – IDENTIFY A VOLUNTEER SITE/AGENCY

- Using the [Service Learning Partner Directory](#), find a site/agency you'd like to do your volunteer work.
- Develop 3 learning objectives that relate to the class you are taking.
- Contact the site and let them know you are a Service Learning student and would like to volunteer 15 hours (or more if your class requires it) with them and need to connect your learning objectives to the service.

> STEP 2 – COMPLETE SERVICE LEARNING AGREEMENT FORM

- Complete the [Service Learning Agreement](#) form online. Adobe Sign documentation will be sent to student, agency contact person, and instructor, for e-signatures.
- Turn in the completed Service Learning Agreement form in the Office of Student Activities, located in Rm. 62-A114, on or before the required deadline date.

> STEP 3 – GO TO YOUR VOLUNTEER SITE/AGENCY

- Begin volunteering. Keep track of your hours using the [Service Learning Timesheet](#), or the paper form available from the office of Student Activities- Rm. 62A-114.
- When finished with your volunteering, submit your hours [online](#), and Adobe Sign documentation will then be prompted for e-signatures.
- Submit your completed Service Learning Timesheet with all required signatures on deadline stated, to Jenny Davis in Rm. 62A-114.

Frequently asked Questions...

Do I need to turn in a completed hard copy of the forms? *Yes, you must turn in your SL Agreement form and Timesheet to the SL Office by the deadline set. The hard copy provides the required signatures.*

How many hours do I have to complete in order to get credit? *You must complete a minimum of 15 hours during the course of the semester (Education 200 courses require 45 hours). Hours contributed before or after the semester will not be counted.*

Can I volunteer at an organization that is not listed in the Directory of Community Partners? *NO. You can only gain credit by selecting a partner organization that is listed in the directory.*

Can I volunteer at more than one partner organization? *YES, but you must serve a minimum of 15 hours at each organization and they must all be able to meet your learning objectives. You'll need to complete a separate enrollment form and timesheet for each organization, as well as enter them each individually online.*

If I'm already volunteering, can I use that for my service learning time? *Maybe. You can if the organization you are volunteering with is listed in the partner directory and they can give you tasks that meet your learning objectives. Only hours served during the semester will be counted.*

Can I use one organization to fulfill the service learning requirements for more than one class? *YES, if the learning objectives from both courses can be met through the one organization. You would also need to complete separate enrollment forms for each course, as well as complete the requirement for each course.*

All forms and the volunteer partner directory can be obtained from the [Service Learning website](#).

A few helpful tips...

- Call, visit or email the Service Learning Office whenever help is needed. The staff will answer questions, provide guidance, or help solve problems.
- **Due to insurance and liability issues, you can only volunteer with organizations listed in the Service Learning Volunteer Partner Directory.**
- Get started early as it can take 2-3 weeks to make phone contact and meet with the site. You don't want to miss the deadline to enroll because you waited until the last minute and could not connect with an agency or school.
- When contacting an organization, make sure to identify yourself as Southwestern College Service Learning student and inform them of the number of hours you want to serve and your course learning objectives.
- If your site requires a TB test, go to Southwestern College Health Services and get a free test. Some sites will require fingerprinting so make sure you ask up front as this process can take several weeks.
- Remember to turn in your agreement form and timesheet before the deadlines listed on the front.

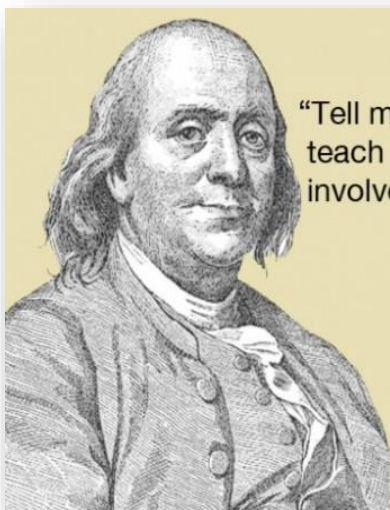
Important things to remember...

Being professional is extremely important when serving at your site as your behavior reflects on the college and yourself. Please make sure to...

- Dress appropriately (don't wear clothes that are ripped, revealing, dirty or have inappropriate logos) and follow the site's dress code.
- Speak appropriately (no cuss words, too many personal conversations or gossip, or asking staff/clients on a date during your service period).
- Call the site when you are not going to make it when scheduled.
- Call site when you are going to be late.
- Not make it a habit of being late or not showing up as the site may be depending on you.
- Not socialize with site/school clients/students outside of service hours.
- Perform the assigned duties to the best of your ability and follow directions.

Remember to be creative, ask questions, be positive and have fun!

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“Tell me and I forget,
teach me and I may remember,
involve me and I learn.”

-Benjamin Franklin

**SERVICE
LEARNING**