

## Service Hours FAQ

### 1) What are service hours?

If you have requested and received funds through the Associated Students (via ICC and Senate) you must complete service hours. Currently, you must complete 1 hour of service for every \$100 requested for on campus activities and 3 hours of service for off campus activities.

### 2) Why do clubs need to complete service hours?

Service hours are a way for clubs to give back to our campus and to the community for the monetary support they receive from students (through the student activities fee).

### 3) How does our club complete service hours?

Service hours are awarded for volunteer work both on and off campus.

- A club receives 1 hour of service for EACH hour a club member that participates in an approved volunteer activity ON campus.
- A club receives .5 hours of service for EACH hour a club member that participates in an approved volunteer active OFF campus.
- Multiple students in a club may earn service for the same event or activity, some restrictions may apply. Each student may only apply the hours they earn for a particular event or activity to one club.

### 4) Why don't off-campus service hours count the same as on-campus service hours?

The student body provides funds to the Associated Student to support campus life programming through the \$8.00 student activities fee. In the end, it is the student body that is paying for your event. Therefore, the Associated Students Senate feels that service to the campus community is of greater benefit to the general student body.

### 5) What kinds of *on-campus* activities count for service?

Helping at an AS Senate event such as Welcome Week, Spring Fling, WTFilm Festival, etc. Helping out at a college sponsored event such as Connect to College, Welcome Day, Commencement, etc. Helping another club with an event, **with prior approval from the Center for Student Life**. "Helping" means you are actively engaged in the activity, not just attending or tabling.

### 6) What kinds of *off-campus* activities count for service?

Doing things such as volunteering with children, beach clean-ups, working at homeless shelters, etc. Before engaging in any off campus activity, it is best to check with the Center for Student Life to see if it qualifies.

**7) What types of activities do NOT count for service hours?**

Working on an event sponsored by your own club, working on event put together by your advisor AND/OR another club your advisor advises, when you receive some sort of compensation for participation at an event or activity, or an event your club is co-sponsoring with another club.

**8) What are the penalties for not completing service hours?**

Clubs that do not complete their service hours will be prohibited from applying for funding the following semester. Additionally, the club will be required to complete their services before funding privileges are reinstated. For example, if a club did not complete service hours for the Spring 2014 semester, they will not be able to apply for funding during the Fall 2014 semester. If the club wishes to apply for funds **after** the Fall 2014 semester, the group will still need to complete the required service hours.

**9) What is “Banking” service hours and is this allowed?**

“Banking” services hours is completing services hours before making a funding request. Clubs may complete service hours prior to a funding request provided that the service is done within the same semester has the funding request being made. Clubs may not however bank service hours from prior semesters. In other words, you may not do services hours in the summer for the fall semester or in the fall semester for the spring. There are LIMITED exceptions to this rule. Please contact the Center for Student Life for more information.

**10) When are service hours due?**

Service hours are due on the last day of each semester. Beginning Fall 2014, services will NOT be accepted after the end of the semester unless prior arrangements are made with the Center for Student Life.

If you have additional questions regarding service hours, please contact:

CSM Center for Student Life & Leadership Development  
Building 17, Room 112  
(650) 574-6141  
[csmstudentlife@smccd.edu](mailto:csmstudentlife@smccd.edu)