Community Service Sanction Instructions

If you have received community service hours as part of your judicial sanction(s) then you are responsible for completing those hours by the established deadline and turning in your hours to the Director of Student Conduct, Amber Zifzal (azifzal@muskingum.edu).

What is Community Service?
Community Service is an act that you complete where you are not paid and are not receiving credit (i.e. an individual or organization benefits from your actions). Generally, people think of acts like participating in a trash clean-up or serving in a soup kitchen, but it does not have to be an organized activity. You could be volunteering at the radio station or newspaper; you could be helping to promote a program for a club or organization, you could be helping out at a special event, etc. However, since this community service is a sanction resulting from a conduct matter, it must be service that you were not already being required to complete for a different reason (i.e. community service required by membership in a Greek group or service required for a class, etc.).

How do I find opportunities for completing Community Service Hours?
- Please understand that it is primarily up to you to find something to do to complete your hours, we will not place you with a community service project. If you have a car on campus, consider helping out at a local animal shelter, school, or medical facility. The Presbyterian Church in New Concord runs a food bank, think about planning a canned food drive to donate. Go online to anysoldier.com and find a troop overseas to send cards or care packages to. Be creative!

- Your hearing officer may forward you opportunities that arise on campus as options (i.e. Residence Hall events, Student Life sponsored events/tasks, etc.).

- If interested in completing hours in the Athletic Department, you will need to contact Larry Shank (lshank@muskingum.edu) for more information.

- Students can complete hours by doing clean-up or setup with Physical Plant. You will need to contact them directly (pplant@muskingum.edu) to let them know you have hours to complete and what times you are free.

How do I turn in my hours?
Once you have completed a service project or worked your hour(s), a staff member who can verify your participation must fill out the following form. Once it is complete, turn in your hours to Amber Zifzal. If you choose a service project that was unsupervised, such as anysoldier.com mentioned above, bring the results to Amber for confirmation before completing the project.

If you need an extension in order to complete your hours, you must contact the hearing officer who assigned this sanction to you in order to establish an extension deadline. If you do not communicate your needs, your hearing officer will mark your hours as incomplete and follow up appropriately.
Community Service Reporting Sheet

THIS FORM TO BE COMPLETED BY VOLUNTEER SERVICE SUPERVISOR OR AGENCY REPRESENTATIVE:

Student Name: ___________________________  I.D. Number: ________________________

I verify that the student named above completed _______ hours of volunteer service to the following agency or agencies:

________________________________________________________________________

________________________________________________________________________

Type of service completed (making birthday cards, picking up garbage, etc.).

________________________________________________________________________

This service was completed on or between (give dates):

____/_____/______ and ____/_____/______

Name of Person Providing Verification

SIGNATURE

__________________

TITLE

(    )

EMAIL ADDRESS  PHONE

DIRECTIONS TO STUDENT: Return this form to Amber Zifzal, Director of Student Conduct, TOC 211, or email a copy to azifzal@muskingum.edu. Phone: 740-826-8087