

Student Affairs Guide to Service Hours

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What is Community Service	What is not Community Service	Neighborhood Relations
Service that includes specific, measurable outcomes (raised \$100 to go to X charity, served 30 meals to community members in need, tutored three elementary school students, etc.)	Service that does not list specific outcomes ("Volunteered at X event.")	Baking and delivering goods to first-responders (police, fire, EMS)
Service that includes a non-student point of contact for verification	Service that does not include an external point of contact for verification	Thank-you dinners for first-responders (fire department, police department, EMS volunteers, etc.)
Individual submissions of service hours (X hours on X date performing X service with X outcome)	Multiple service dates combined in one submission (50 hours volunteering over the summer)	Carolling, wassailing
Volunteering as an emergency first-responder off campus	Volunteering as an emergency first-responder on campus	Volunteering as an emergency first-responder on campus
A card/letter writing event for off-campus communities (cancer survivors, veterans) with quantity of letters/cards written and exact destination of cards/letters written	Tabling to solicit cards/letters or card/letter writing to Clarkson faculty/staff/students	Writing cards/letters to off-campus organizations (first-responders, churches, etc.) and/or nearby communities with quantity of letters/cards written and exact destination of cards/letters written
Planning, organizing, and hosting fundraising activities (Salvation Army bell ringing, benefit dinners, creating/soliciting items for raffle, cycling across the country for donations, etc.)	Planning, organizing, or hosting fundraising activities that benefit a Clarkson organization	Planning, organizing, or hosting fundraising activities that benefit a Clarkson organization
Creating and/or posting flyers to advertise a community service project or event	Creating and/or posting flyers to raise awareness	Performing a task for neighbors or individual community members, including those who are disadvantaged (raking leaves, shoveling snow, moving items, etc.)
Making essential items for donation to communities in need (blankets, hats, scarves, mittens, etc.)	Making non-essential items for donation to communities in need (bracelets, canvas paintings, etc.)	Writing cards/letters to Clarkson faculty/staff/students with quantity of letters/cards written and exact destination of cards/letters written
Performing direct service to communities in need (serving/hosting community dinners, volunteering with K-12 children, animals, nursing homes, special needs individuals, etc.)	Helping members of the campus community perform a task (COGO, Move In Day, assisting faculty/staff/alumni, tutoring peers, judging campus presentations/competitions, Open Houses, etc.)	Helping members of the campus community perform a task (COGO, Move In Day, assisting faculty/staff/alumni, tutoring peers, judging campus presentations/competitions, Open Houses, etc.)
Outdoor campus or off-campus clean ups or trail maintenance (community members use on-campus trails, removing litter from campus improves the ecosystem, highway cleanup, etc.)	Indoor campus clean ups or facilities improvements	Indoor campus clean ups or facilities improvements
Community events that provide safe activities for children (Kids' Night Out, Fright Night)	Clarkson-focused community events (First Saturday, Craft Shows)	Clarkson-focused community events (First Saturday, Craft Shows)
Campus events benefiting charities (Dr. Jim's Chemistry Magic Show benefiting the Potsdam Holiday Fund)	Campus events benefiting Clarkson fundraisers or Clarkson departments/programs/organizations	Campus events benefiting Clarkson fundraisers or Clarkson departments/programs/organizations
Making toys for shelter animals	Thank-you dinners for first-responders (fire department, police department, EMS volunteers, etc.)	Thank-you dinners for first-responders (fire department, police department, EMS volunteers, etc.)
Trained and signed-in volunteering at animal shelters (must be signed-in!)	Service at animal shelters without signing-in or providing a verification contact person	
Hosting a blood drive; time spent donating blood	Tabling to solicit sign-ups for blood drives	
Collecting, sorting, and/or delivering canned foods, clothing, bottles/cans, or other collection drives* (see below)	Tabling to solicit financial donations or goods	
Planning, setting up, and hosting a 5K, Relay for Life, or Up 'Til Dawn	Tabling to raise awareness/advertise for a fundraiser, cause, or event	
25% of time spent attending 5K, Relay for Life, or Up 'Til Dawn	75% of time spent attending 5K, Relay for Life, or Up 'Til Dawn; 100% of time spent using an app like "Charity Miles"	
Actively collecting/soliciting donations to sponsor participation in 5Ks, Relay for Life, or Up 'Til Dawn	Tabling to solicit financial donations	

Educating local community members (disaster preparedness, nutrition, financial preparedness, sexual assault prevention, drug and alcohol prevention, literacy education, tutoring off-campus, etc.)	Educating campus community members (sexual assault prevention, diversity, drug and alcohol abuse prevention, non-profit or charity awareness, etc.)	
Assisting a for-profit organization with an event/activity that directly supports a charity or non-profit organization	Assisting an organization or company that is not a non-profit	
Assisting a non-profit organization (Habitat for Humanity, most hospitals, religious affiliates, etc.)	Service hours reported more than 30 days after performing service.	
Supporting wildlife and ecological sustainability (bird feeders, planting trees and flowers, etc.)		
Service hours reported within 30 days of performing service.		

*Please note that most non-profit organizations can use funds raised much more readily than food/product donations. Food/product donations can result in a "secondary disaster" meaning that they require large amounts of resources for non-profits to receive, sort, transport, and distribute. Additionally, it is typically more expensive for donors to provide products than for the organization to purchase the products themselves using government subsidies or established partnerships. For example, a local food pantry may purchase food products for food insecure families at \$0.18/lb through subsidies, whereas canned food donations cost \$0.50 or more per item, may not fit the needs of the families served, and require staff or volunteers to receive, sort, transport, and distribute in addition to the pantry's regular shipments and distributions.

Community Partners

This website lists community partners where Clarkson students have successfully performed service in the past. Feel free to make contact with any of the organizations listed to sign up to volunteer.	http://clarkson.edu/clubs-activities/office-student-life-engagement/volunteering	
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Guideline Sources

President's Higher Education Community Service Honor Roll - General Service Guidelines	https://www.nationalservice.gov/sites/default/files/documents/300050_CNCS_AppFactSheet_General_508.pdf	
President's Higher Education Community Service Honor Roll - Economic Opportunity Guidelines	https://www.nationalservice.gov/sites/default/files/documents/300050-CNCS-AppFactSheet_EcoOpp_508.pdf	
President's Higher Education Community Service Honor Roll - Interfaith Guidelines	https://www.nationalservice.gov/sites/default/files/documents/300050_CNCS_AppFactSheet_Interfaith_508.pdf	
President's Higher Education Community Service Honor Roll - Education Guidelines	https://www.nationalservice.gov/sites/default/files/documents/300050_CNCS_AppFactSheet_Edu_508.pdf	

Instructions for Reporting Hours

How to log service hours if your service was completed as part of a student organization:

- 1) Log into knightlife.clarkson.edu using your Clarkson username and password
- 2) Click on your icon in the top right corner to bring up the menu and click "Service Hours"
- 3) Click the "Add Service Hours" button and fill out the form, selecting the student organization with which you completed the hours from the drop-down list. Note: You must be a member of your organization on Knight Life for it to appear in the drop-down list.
- 4) Click Submit!

How to log service hours if your service was completed on your own:

- 1) Log into knightlife.clarkson.edu using your Clarkson username and password
- 2) Go to <https://knightlife.clarkson.edu/organization/service> and click the "Join Organization" button if you have not already done so. After you are approved (within one business day), proceed to step 3.
- 3) Click on your name in the top right corner to bring up the menu and click "Service Hours"
- 4) Click the "Add Service Hours" button and fill out the form, selecting "Clarkson Community Service" from the drop-down list of Organizations
- 5) Click Submit!