



Office of Service Learning
Wilmington Campus
Phone: 910.362.7115 • Fax: 910.362.7152
<http://www.cfcc.edu/ServiceLearning>

Service Learning Checklist for Student Participants

Select a Community Service Organization (CSO).

Browse the list of local community organizations on the service learning website. Make sure your instructor approves your selected organization.

List of Organizations: <http://cfcc.edu/ServiceLearning/cso.html>

Apply to volunteer at the CSO.

You will need to apply as a volunteer at your chosen agency. Be sure to disclose to the agency that you plan to use your volunteer hours and experiences for a college service learning project. Keep in mind that the agency's application process will include an interview and may require a background check or other types of tests.

Complete the Project Information and Agreements Form.

Once you have secured a volunteer position at your chosen agency, complete and sign the project information and agreements form, have your volunteer supervisor sign it, and turn it into your CFCC instructor.

Agreement Form: <http://cfcc.edu/ServiceLearning/documents/ProjectInformation-Agreements.pdf>

Keep track of your service learning hours.

Use the form provided on the website. Make sure your supervisor signs off on your work report before you submit it to your instructor.

Work Hours Form: <http://cfcc.edu/ServiceLearning/documents/WorkHoursLog.pdf>

Follow workplace and CFCC guidelines.

Even though you are volunteering at an outside agency, you are representing CFCC. You should follow College guidelines as well as the agency's rules and policies.

See the "Student Code of Conduct" on pages 47-48 in the *CFCC Student Handbook*:
<http://cfcc.edu/cat/cat0910/Handbook.pdf>

Service Learning Student Guidelines: http://cfcc.edu/ServiceLearning/student_guidelines.html

Complete the Service Learning Evaluations.

Student Evaluation: http://cfcc.edu/ServiceLearning/documents/Student_003.pdf

Supervisor's Evaluation: <http://cfcc.edu/ServiceLearning/documents/CSOEvaluation.pdf>

Turn in all required paperwork.

This includes your work hours report, evaluations, and project assignments. Your instructor will set your deadlines and due dates.

Keep us informed!

If you have an issue, concern, or question during your work experience, talk to your instructor or the college service learning coordinator (362-7115 or rhardin@cfcc.edu). We are here to help!