Before Beginning Your Service
- Schedule an appointment with Alaina Turse no later than _________________. Contact Alaina through email at aturse@cse.edu for an interview. Please bring your completed 1) Service-Learning Application, 2) Waiver of Responsibility and 3) Copy of your Class Schedule with your name on it to the meeting.

Site Confirmation
- You will receive an email confirming your site and contact information _________________.
- Call the site supervisor immediately to set up your initial meeting. If you prefer, you can come to the Center for Volunteerism and Service-Learning and Alaina can assist in making your initial contact.

Making the Call
- When you call the site supervisor:
  1. State your name and that you are a College of Saint Elizabeth student in ED101 Issues in American Education. Speak clearly and slowly.
  2. Make sure it is understood that you are interested in providing hands-on serving… not simply observing.
  3. Ask what times during the day are available for you to serve at the program or school. Once you inquire about what times work best for them, then you can discuss times that work for you.
  4. If you do not hear from anyone in 2 days, call again. If 2 additional days pass, let Alaina Turse know.
- Set time for your visit:
  1. Confirm the address of your school or agency.
  2. Look up directions to your site. Travel to the site before your first official visit to familiarize yourself with the route. (Don’t solely rely on GPS).
  3. Transportation is on your own.

During your Service
- Ask for a copy of the school’s holiday/break calendar and testing dates. Be prepared to provide supervisors with information regarding your school breaks so they know when you will not be available.
- At your first meeting, finalize the remainder of your service schedule.
  o When setting your schedule, consider your class and work schedules as well as travel time. Do not share your class schedule or travel time. Provide exact times you will arrive in the classroom to perform your service and what times you will exit the classroom. Type up your visiting schedule for your own records and provide your site supervisor with one as well.
- At your first meeting, ask your site supervisor to sign your Collaboration Agreement. This form must be returned to Dr. Tulloch no later than ________________. (You may visit more than one teacher throughout your service).
• Fill out the Service-Learning Time Log each time you go to your site and have your supervisor sign it each time before you leave the site. **Your site supervisor is only to sign your time log after you’ve written in your service hours.**
• Keep track of all communication with your Principal/Teacher (date, time, purpose). Please use proper grammar and spelling; you will be communicating with professionals. No texting! Make sure you voice mail/ email have professional greetings – no music in the background. Do not post anything about your service on social media.
• Arrive on time and prepared to work. Dress appropriately. Always be professional in manner, speaking and dress. No cell phones, hoodies, jeans or iPods – they must be turned off and put aside.
• If you will be unavailable on a particular day due to illness or an emergency, make sure you contact your supervisor in advance and let him or her know you will not be there and when you plan to make up the missed day.
• Make sure that the children you are serving know that your presence is temporary. Be kind and supportive without encouraging them to become overly attached to you.
• When nearing the end of your service, notify your supervisor two weeks in advance of your last day.

**After Completing Service**
• Turn in your signed Time Log to Dr. Tulloch/ Alaina Turse by ___________. Incomplete forms will not be accepted!
• By ___________ complete the Student Evaluation that was provided for you in your packet at the beginning of the semester. Let us know what you really think about your service site. Acknowledge great experiences as well as those that aren’t so positive.
• Thank your site supervisor in person and in writing.
• When saying good-bye don’t make promises that can’t be kept. Although you may have the best of intentions, don’t tell the children that you will be back to see them often. If for some reason you find it difficult to keep your promise, they will be very upset.

FYI: Your site supervisor will fill out an evaluation of you and it will be returned directly to the Volunteer Center.

**General Information**
• If any concerns emerge about the quality of your experience or the supervision you receive, discuss the matter with your instructor and/or Alaina Turse in the Volunteer Center.
• Make sure you are never left alone with the children you are helping to supervise. You are not an employee.
• Do not transport children in your vehicle.
• Always be aware of your surroundings. Follow commonsense safety rules. Park in agency parking lots, well-lit areas or main streets. If leaving a site after dark, have someone walk you to your car or meet you there. Immediately report any incident that makes you uncomfortable.
• No socializing or dating in or out of the service-learning classroom setting.
• If rules are not followed, there will be a 10% grade reduction.
• Actively apply classroom knowledge, develop community awareness and social responsibility, and enjoy the experience!