



## STUDENT LIFE @ COASTLINE

### COMMUNITY SERVICE PROGRAM PROCEDURES

*Promoting service and building bridges with our community.*

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“Everybody can be great because everybody can serve.” –Dr. Martin Luther King, Jr.

Thank you for your interest in the Community Service Program at Coastline Community College. Whether you are motivated by a community service requirement in your class, special program, or simply want to be more involved as a student in the community, you will certainly gain a lot from this experience.

There are many opportunities to serve your community, but this program has identified specific organizations that are willing to work with Coastline and will welcome you to join in on their efforts. Whether you would like to serve with the food bank, do a beach clean-up, help serve with kids or seniors, there should be a group that fits your interests.

#### HOW DO I GET STARTED?

Number one, you need to identify where you would like to serve. Take a look at the [List of Community Service Opportunities](#) posted on the [Student Life website](#) for approved community service organizations. If you have a suggestion for another place you would like to log community service hours with (no businesses or organizations where you are already a member/employee), please contact [studentlife@coastline.edu](mailto:studentlife@coastline.edu) or come into the office to ask if the organization can be reviewed by Student Life.

#### HOW DO I GET CREDIT FOR HOURS I'VE VOLUNTEERED?

Complete the [Community Service Log](#) and make sure you have all the appropriate information legible for each column. You will be required to have a signature from a representative at the organization where you volunteered your time. The form can be turned in to the Student Life Office (College Center, Room 400 in Fountain Valley), Intercultural Resource Center (Garden Grove Center, Room 104), or leave it with a Success Coach at your campus (Student Success Center). If you're unable to turn in your form, you can submit it online to [studentlife@coastline.edu](mailto:studentlife@coastline.edu)

#### IF I AM IN COLLEGE PROMISE PROGRAM, HOW DO I KNOW MY 20 HOURS ARE BEING COUNTED?

Follow the steps of completing your [Community Service Log](#) and turn in your log with signatures, etc. as described above. You may contact the Program Coordinator, Mai Le at [mle@coastline.edu](mailto:mle@coastline.edu) to verify that your hours have been counted. **REMINDER for College Promise Program Students: we request a minimum of 5 hours community service to be completed by the end of Fall 2017 semester (Community Service Log DUE Friday, December 8<sup>th</sup>). Remaining hours are due by the end of week after Spring Break (Community Service Log DUE Friday, April 6<sup>th</sup>).**

#### CAN I GET COMMUNITY SERVICE CREDIT IF I VOLUNTEER FOR ON-CAMPUS EVENTS WITH STUDENT GOVERNMENT, CAMPUS CLUBS, OR ANOTHER DEPARTMENT?

These volunteer activities will be evaluated on a case-by-case basis. You may not count hours for an organization if you are an active member or for a department you currently work for (student worker, etc.)