

**Service Registration Instructions**

**Individual students** who want to earn the President’s Volunteer Service Award (100-hours in a 12-month period) must register their hours using this system and submit the PVSA application together with the requested information listed on the reverse side of this document.

**Club members** (two or more group members completing service hours at the same service site during the same period of time) All “Student Club/Organization” group service projects must be pre-approved by your campus’ Student Life Department. Once you have received Student Life pre-approval and completed your service project, follow the instructions below.

1. Go to [**www.mdc.edu/iCED**](http://www.mdc.edu/iCED) and click on  **“Students – Click here to get started.”**
2. Click on the  **“Register your service”** button.
3. Select option #2 **“Service Registration (not for a class; volunteering completed as an INDIVIDUAL or service you do for your MDC student club/organization with at least one other GROUP member)”**

*\*Note****:***The hours should have already been completed.



1. Enter your “myMDC User Name” and “Password”. Then click the “Log In/Submit” button



1. Select your service site under “**Where did you volunteer?**” (Note: If the service site does not appear on the list, select “**The site is not listed above**” by clicking the box beneath the list.)
2. Fill in the “Date” and amount of “Total Hours of Service Performed.” (Note: Hours should have already been completed.)
3. Write a short description of your service activity. Include contact information if your service site is not listed.
4. Indicate which if any hours were completed with an MDC student club/organization.
5. Click “**Submit & Receive Approval Instructions**” to finish the online portion of the registration process.
6. Please review the approval instructions and print the “**Service Verification Form**.” (Note: Your registration status is pending until the documentation is received and entered into the Institute for Civic Engagement and Democracy database.)
7. Submit your signed “**Service Verification Form**” and all supporting documents to your campus Institute for Civic Engagement and Democracy (iCED) office. (See below for contact information.)

**Contact the** Institute for Civic Engagement and Democracy (iCED)

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**Service Registration FAQs**

**What qualifies as Individual Service?** Unpaid service hours for volunteer activities that meet national or community needs in one of the four areas listed below.

**What qualifies as Group Service?** Two or more group members completing unpaid service hours at the same service site during the same period of time for volunteer activities that meet national or community needs in one of the 4 areas listed below.

* **Youth Achievement**
Includes volunteer activities such as mentoring, coaching, tutoring, and improving literacy in areas such as reading and finance, to keep young people engaged academically in education.
* **Parks and Open Spaces**
Includes volunteer efforts to conserve and protect our park lands and gardens, neighborhood clean-ups, and beautification projects to create safe playgrounds. It also includes creating safe, meaningful experiences and outdoor activities for individuals to enjoy the environment and our natural resources.
* **Healthy Communities**
Includes volunteer efforts to help the elderly, disabled, diseased, hungry or homeless and to improve the economic health of the community. These could include volunteering for health and nutrition education services, immunization campaigns, resume building, career training, disease screenings, hospital support, blood drives, veterans outreach, working with local public health programs, fundraising to help a non-profit, micro-enterprise, and business development.
* **Public Safety and Emergency Response**
Includes volunteer efforts to help individuals and families make their homes and communities safer from the threats of crime, terrorism, and disasters of all kinds.

**What types of service are not accepted?** The following types of volunteer activities will **not** be accepted:

* Religious proselytizing or spreading religious doctrine (e.g., passing out religious material, teaching Sunday School, etc.)
* Working for free/volunteering at a business
* Group activities that benefit the group and don’t directly support a community need
* Attending a community event or meeting
* Donating money to a charity

**Can Individual Service hours satisfy a service-learning requirement for class?** *Yes, as long as your professor approves the site. Your volunteer hours can count towards service or service-learning, but not both. Therefore, if you want your service to count for service-learning you must log out and then go to* [www.mdc.edu/iCED](http://www.mdc.edu/iCED) *and register the service under “***Option 1: course service assigned by your professor – service-learning**.”

**Can Group Service hours satisfy a service-learning requirement for a class?** *Yes, as long as your professor approves the site.* ***Note****: if you wish to have your service count toward a course service-learning requirement* ***and*** *for your group/organization, complete the registration process twice – once for your group/organization, and once for service-learning.**(Log out and then go to* [www.mdc.edu/iCED](http://www.mdc.edu/iCED) *and register the service under* **“Option 1: course service assigned by your professor – service-learning.**”)

**Can volunteer hours completed *on campus* count as Individual Service *or* Group Service?**Yes, as long as the service falls within the guidelines posted above. **■** “West- Student Government Association”

**Can Group Service hours from one site be applied to multiple clubs/organizations I’m a member of?**

Group service hours must be pre-approved by Student Life and can only be counted once. However you may divide your hours and allocate them between the groups of your choosing pending Student Life approval.

**What type of documentation is needed to verify your hours?**

* Signed letter from agency/school with the number of service hours completed, or
* Signed timesheet/volunteer log from agency/school verifying your hours of service, or
* Signed documentation from agency/school or student club/organization advisor, or
* Signed “Service Verification Form” from agency/school (see Step 10 on reverse page).