

# Service Timesheet

**DIRECTIONS** ANY MISSING INFORMATION OR MATERIALS WILL DELAY PROCESSING.

- Record your personal contact and class year information.** Check all volunteer groups that you belong. Indicate the month to be reported on.
- Log each single volunteer experience on separate rows.** Indicate positions held, dates and hours served for each experience. If applicable, attach any verifying letters on letterhead (e.g. Independent Service Project).

Definition of Volunteer Service: the engagement of Manhattanville College students, faculty, and staff in **non-paid** experiences, one time or repeated over a course of time, that

- ✓ Responds to the comprehensive needs of individuals, communities, and not-for-profit organizations
- ✓ Promotes self-reflection, understanding, and the spread of knowledge
- ✓ Advances humanitarian and social justice efforts

- Sign and date your timesheet.** If applicable, have your Manhattanville College supervisor verify your reported hours (only if ALL hours are for the same program/experience).

**VOLUNTEER INFORMATION**

First & Last Name	ID Number
M'ville Email	<input type="checkbox"/> General <input type="checkbox"/> MAP <input type="checkbox"/> C-STEP <input type="checkbox"/> Duchesne Scholar <input type="checkbox"/> Seeds of Peace <input type="checkbox"/> 4 <sup>th</sup> Credit Option <input type="checkbox"/> Faculty/Staff <input type="checkbox"/> Community
Phone #	Group

Program / Experience <small>SEE REFERENCE GUIDE ON BACK.</small> Example: Connections	Position(s) Ex. Volunteer	Date Served Ex. 02 / 14 / 2007	Hours Served Ex. 2.5
		/ / 200	
		/ / 200	
		/ / 200	
		/ / 200	
		/ / 200	
		/ / 200	
		/ / 200	
		/ / 200	
		/ / 200	
		/ / 200	
		/ / 200	
		/ / 200	
		/ / 200	
<b>TOTAL HOURS</b>			

**SIGNATURES**

Volunteer Signature \_\_\_\_\_

Date \_\_\_\_\_

M'ville Supervisor (print) \_\_\_\_\_ Signature \_\_\_\_\_

M'ville Title \_\_\_\_\_ Phone # ( ) - \_\_\_\_\_

**OFFICE USE ONLY**

Accepted by \_\_\_\_\_ without modification. Entered by \_\_\_\_\_

Volunteer Agreement not on file

Unqualified/Unapproved hours reported

Verification Letter missing

Placement info missing (program, position, dates, hours)

Signature information missing

\_\_\_\_\_

# Reference Guide

## SERVICE AREAS:

### (GC) Global Citizenship

Global Citizenship inspires a spirit of community through the celebration of culture and the promotion of positive, meaningful relationships across group lines.

### (CS) Community Service

Community Service is a partnership of humanity between individuals, communities, and entities for social and economic development.

### (SR) Social Responsibility

Social Justice programs connect voluntary action with global concerns and economic realities in pursuit of conflict resolution, equity, equality, and quality of life for all individuals.

### (LEA) Leadership

Leadership links students with service opportunities to enhance their effectiveness as leaders and agents of change.

### (RS) Religion & Spirituality

Guided by the principle that each religious tradition is an equally valued part of our community, interfaith programs support the multi-faith spiritual life of all religious traditions present at Manhattanville.

### (ASL) Academic / Service –Learning

Service-Learning programs integrate community service with reciprocal learning, critical thinking, social analysis, and personal reflection to promote responsible, ethical citizenship.

### (DSP) Duchesne Scholarship Program

To advance the values and mission of Manhattanville College, the Duchesne Center awards \$2,000 each academic year to merited student leaders beginning their freshman year. Duchesne Scholars build on high school experiences by completing a minimum of 30 hours each semester and participating in mandatory orientations, experiences, and reflection activities.

## VOLUNTEER POSITIONS:

A) Volunteer *[exact time]*

E) Van Driver *[experience time and a half]*

I) Intern *[exact time]*

B) Student Coordinator *[double time]*

F) Club Board Member/ Advisor *[10hrs max]*

J) Donor *[exact time]*

C) Mentor *[experience time and a half]*

G) (Service/ Cultural/ Religious) Learner *[exact time]*

D) Tutor/ Student Teacher *[experience time and a half]*

H) Fundraiser/ Organizer/ Presenter/ Representative/ Advocate *[exact time]*

**\*\* Note: Italicized notes indicate the calculation of hours per position, per experience \*\***

## VOLUNTEER PROGRAMS AND EXPERIENCES (subject to change):

Program Name	Area	Positions	Hours*	Program Name	Area	Positions	Hours*
All Souls' Soup Kitchen	CS	A,B,E	3	Jewish Student Association	RS	---	0
Angels of Love	CS	A,B	2	JSA Model Seder	RS	G	1***
Asian Pacific American Month, ALL	GC	E,G,H	1 - 3	Leadership Conference / Workshop	LEA	B,E,G	Varies
Bedford Hills Prison Project	CS	A,B,E,G	1 - 3	Leadership Training	LEA	A - I	1 - 2
Black History Month, ALL	GC	E,H,G	1 - 3	Lectures & Seminars, ALL	ALL	B,G,H	1 - 2
Camp AmeriKids	CS	C	10	LGBT Awareness, ALL	GC	G,H	1 - 3
Camp de Fambul	SJ	B,C	10	Lord's Pantry	CS	A,B,E	3
Catholic Student Association	RS	---	0	Midnight Run	CS	A,B,E	5 - 6***
CAST	CS	B,D,E	3	Miracle League	CS	A,B,E	4
CAST Fundraiser	CS	A,E,H	10	Muslim Student Association	RS	---	0
Children's Hope Foundation	CS	A,B,E	3	Native American Heritage Month, ALL	GC	E, G,H	1 - 3
Children's Hospital (Blythedale)	CS	A,B,E	3	One-time Events, ALL	ALL	A - I	Varies
Christian Fellowship	RS	---	0	Orientation Advisor (Phase I / II)	LEA	H	5 - 10
Coachman Mentoring Project, ALL	CS	A-E,G	2.5 - 4	Pass it On	CS	A,H	2
Connections & Friendly Connections	CS	A,B,E	3	Preceptorial Assistant	ASL	G,H	Varies
Daniel's Music Foundation	CS	A,B,E	3	Project Fair Trade	SR	A,B,G,H	1 - 2
4 <sup>th</sup> Credit Option	ASL	A-D, G-I	Varies	Publicolor	CS	A,B,E	5 - 6
Culture Shock	GC	G	1	Reflection Dinners	LEA	G,H	Varies
Emerging Leaders	LEA	B,C,D,G-I	Varies	Religious Services, ALL	RS	G	1***
Food & Clothing Drives	CS	A,B,H	Varies	Resident Advisor	LEA	F	10
Food Patch	CS	A,B,E	3	Saving Our Siblings	CS	A,B,C,E	5
Free Speech Alley, ALL	GC	G,H	1	SeMantico	SR	B,D	2
Global Coalition at Manhattanville	GC	G,H	1 - 3	Service Leadership Conference	DSP	G,H	1 - 2
Global Week (SP Week of Service), ALL				Spanglish Praise	RS	---	0
Grace Church/Holy Rosary Soup Kitchen	CS	A,B,E	2	Sprout Creek Farm	CS	A,B,E	5 - 6
Guiding Eyes	CS	A,B,E	5	St. Stephens AIDS Dinners	CS	A,B,E	3
Habitat for Humanity	CS	A,B,E	5 - 6	Student Advisory Committee	GC	A - I	1 - 3
Health Advocacy	SR	G,H,I	Varies	Touch of Theater	CS	A,B,E	2
Hispanic Heritage Month, ALL	GC	G,H	1 - 3	Up 'til Dawn	CS	A,B,H	Varies
Humane Society	CS	A,B,E	3	Voter Registration	SR	B,G,H,I	1
Independent Service Project	LEA	A - I	1 - 10**	Women's Herstory Month, ALL	GC	E,G,H	1 - 3
Interfaith Assembly Dinner	RS	G	1 - 2	Yoga	RS	B,G	1***
International Film Series, ALL	GC	B,G,H	1 - 2	Zen Meditation	RS	B,G	1***

## LIMITATIONS: When in doubt, check with the office first.

- \* Hours indicated are per experience. Travel time does NOT qualify for hours, except for approved volunteer van drivers.
- \*\* Any volunteer service completed outside of the Duchesne Center and Manhattanville College (up to 10 hours) MUST be accompanied by a verifying letter signed and typed on letterhead by the supervising adult.
- \*\*\* Qualifies for first semester experience only. This ensures equal and fair access to service opportunities for all volunteers.

