



Community Service Policy 2022-2023

Community Service is a graduation requirement at the University of Saint Katherine and students must complete 5 (five) hours every semester of attendance. If community service is not completed each semester, students will not be able to register for classes for the following semester until approval is granted. Students who do not complete required community service hours will not be able to participate in graduation activities or receive a diploma.

The goal in partaking in Community Service is to motivate and teach students about the character building rewards of giving back to the larger community. It is the mission of the University Saint Katherine (USK), to provide a balanced education that can, in part, be gained from lived experience. At the University, community service is considered a lived experience that is an important part of students' social and academic development.

In general, what qualifies for USK community service?

Services that qualify are unpaid and performed at or for a nonprofit organization. The organization should be a nonprofit 501(c)(3) organization and/or a service entity affiliated with a city/government body or a civic organization (e.g., public library, city senior service center, schools, or political campaign). Services performed outside of an organization are not allowed (for example, if you do beach cleanup on your own you cannot receive credit, but the same activity done through a nonprofit organization would qualify). Students may receive credit for working at an acquaintance's place of employment, as long as it is a nonprofit, unpaid position, and are under the direct supervision of the organization's authorized supervisor. Working for a political campaign or at a place of worship also qualifies as community service, as long as the student is not being paid and is not receiving class credit or "double-dipping."

A student's service may correlate with his or her academic coursework or it may be an opportunity to branch out of the classroom experience. Students' involvement in ministry opportunities can also satisfy the graduation requirement of ten hours per semester.

What is double-dipping?

If your activity was done as part of another requirement (internship, job, etc.) you cannot also receive USK community service credit.

USK preapproved organizations:

Habitat For Humanity
Agua Hedionda Lagoon
Project Mexico
God's Extended Hand
OCF/FCA ministry/outreach opportunities
Ronald McDonald House

San Marcos Library
San Marco Unified School District

ANIMAL SHELTERS

San Diego County Human Center
Helen Woodward Animal Center
Rancho Coastal Humane Society

HEALTH

Birth Choice
The Cystic Fibrosis Foundation, San Diego Chapter
Salvation Army

YOUTH SPORTS

Boy and Girls Club
San Marcos Youth Soccer, TOPSoccer
San Marcos Youth Basketball, Shooting Stars Program

How do I keep track of my hours?

Every time you perform community service, fill out a form, describe the organization, what you did, list the dates and times of service, have it signed by your supervisor, and write a more than 50-word reflection describing how the experience enhanced your character. You must submit forms by the Friday before finals week to receive credit, although you are encouraged to submit them as soon as you have completed your service. On a case-by-case basis, we may give credit for hours performed in previous years (as long as the form is properly filled out). The honor system applies to hours submitted, and only actual hours spent in service should be indicated on the form. We reserve the right to review and allow/disallow hours claimed, depending on the activity described. Extensive hours for “preparation” and “training” before the actual service will be limited.

SENIORS

Seniors intending to graduate must adhere to the Registrars’ deadlines and policies as listed in the Academic Catalog. This procedure includes completing the Intent to Graduate process and receiving clearance for completed hours.

How do I request a letter verifying my hours of service for a graduate school or scholarship application?

Please provide us with a pre-written verification letter addressed to the appropriate institution and include the information that you would like verified (e.g., hours served, location of service, etc.). The Registrar will be happy to print the letter on USK letterhead and sign the letter to verify your service. We have a two-week turn-around policy, so please plan accordingly.

Reflection of Service

Please write a 50-word reflection on how serving the community has impacted you as a college student, community member, and person. Include the reflection in the space provided in the form.



Community Service Confirmation Form

Total number of hours worked: _____ (5 hours required per semester)

Dates when hours were completed: _____

Department or Organization where the work was completed:

Address: _____

Phone: _____

Email: _____

Student Reflection (50 word minimum): _____

I hereby acknowledge that the work as described above has been satisfactorily and fully completed and that no monetary compensation was paid to _____. (Print student name)

Supervisor Name (print) _____ Title: _____

Supervisor's Signature _____ Date: _____

Student's Name (print) _____ Date: _____

Student's Signature _____ Date: _____

Return form to:
The Department of Student Affairs
Or email USKStudentAffairs@usk.edu