

**Worcester Polytechnic Institute**

# Community Service Handbook

Last Updated: 4/26/2022



Welcome to the Community Service Handbook! Community Service is a great opportunity for you to gain valuable community service experience while completing your degree on campus.

This handbook will help to provide you with information regarding how to find community service opportunities, how to find a community service work study position (CSWS), how to find community service opportunities for federal work study students, and how to submit community service hours if you have a work study position. Volunteer opportunities in this handbook are open to all students.

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## Community Service Contacts

Mackenzie Lipman

Assistant Director-Customer/Student Support

Mackenzie organizes the community service programs and opportunities for campus. These programs include the Fall and Spring Community Service Fair, The Spirit of the Giving Tree, Spring Fundraiser, and Day of Service. This also includes overseeing the Community Service Work Study (CSWS) program in partnership with the Financial Aid office.

Office: Student Activities Office, Campus Center 3<sup>rd</sup> Floor

Email: [mlipman@wpi.edu](mailto:mlipman@wpi.edu)

Phone: +1 (508)831-5000 ext. 5961

### Additional Contact

Tiffany Wee Sit

Community Service Student Intern

Email: [tsweesit@wpi.edu](mailto:tsweesit@wpi.edu)

Evan Rios

Community Service Van Coordinator

Email: [earios@wpi.edu](mailto:earios@wpi.edu)


### Financial Aid Office Contact

Gina Havel

Student Aid & Financial Literacy Assistant Director

Email: [ghavel@wpi.edu](mailto:ghavel@wpi.edu)

Contact Gina is you have questions about pre-approval forms, or financial questions regarding financial aid/federal work study



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## Federal Work Study Community Service Checklist

Federal Work Study (FWS) Community Service hours are for students who have received federal work study as part of their financial aid package and are working a federal work study job on campus. As part of their FWS requirements, students have to complete 10 hours of community service. Students complete community service for a non-profit organization and then submit those hours with their time sheets. Time sheets are to be submitted through Workday, where students will upload their completion form in the attachments section. You will then receive payment for the 10 community service hours as completed on a bi-weekly basis after timesheets are due to the bursar's office. These hours must be completed during the school year in order to qualify for financial aid the following year.

\*For the 21-22 and 22-23 school years, community service hours are not required, but are highly encouraged\*

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## How to Find an Opportunity

- Look for a service partner
  - Check the community service handbook to see volunteer opportunities
  - Check TechSync List of Events
    - Use the categories filter and select “community service/civic engagement”
  - Watch out for emails to the [gr-FWS@wpi.edu](mailto:gr-FWS@wpi.edu) alias with opportunities throughout the year
  - Look for the monthly Community Service Newsletter
- Find an organization that you are interested in and reach out
- Check to see if an organization is [pre-approved](#) for the federal work study community service program
- If the organization is not an approved organization you can fill out a [pre-approval form](#) and submit to the financial aid office: [finaid@wpi.edu](mailto:finaid@wpi.edu)
- Find transportation to the service opportunity you are attending
  - Provide your own transportation
  - Request the [community service van](#)
- Complete community service, remember to bring [completion form](#) to the event with you to be signed by a direct supervisor
- Once community service hours are completed a completion form needs to be filled out and signed by a supervisor
  - This should be done on a bi-weekly basis. Hours should not be submitted more than 2 weeks after the service has been completed

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## How to get Paid

- Submit completion form and hours in workday
  - The community service hours and completion form need to be submitted no more than 2 week after the hours are completed
  - Take a picture or scan your signed completion form so you can attach it to your timesheet in workday
  - When community service time is submitted in Workday, an orange alert appears reminding you to attach the Community Service Hours form.
  - Start by following the directions in Enter Time
  - On the Time Type line, click Hours Worked – Community Service.
  - Click the time block that contains community service hours, and in the Attachments field, select Create Worker Document.
  - Upload the completed Community Service Work Study Completion Form, then click OK both times you are prompted.
  - Click Submit on the Friday before the timesheets are due.

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## Community Service Work Study Checklist

Community Service Work Study (CSWS) is a federal work study position that counts for federal work study and community service hours. This is a great opportunity as you earn money while working in service positions during the academic year. By participating in a CSWS job you will automatically meet your 10 hour community service requirement.

### How to Find a Job

- Check the [student employment website](#) and look under community service center
- Look at open jobs and find a job that interests you
- Reach out to the organization to let them know you are interested in that job
- Go through the interview/hiring process with the organization
- Once you are hired reach out to Mackenzie Lipman with a confirmation from your direct supervisor that you have been hired

### How to get Paid

- Work with Mackenzie to get added to Workday, that is how you get paid
- Once Workday is set up with the proper documentation and paperwork you can start working
- You will submit bi-weekly time sheets in Workday
  - You will need to email both the Assistant Director of Student Activities and your direct supervisor to get your hours approved
  - You will need written approval from your direct supervisor for this
- The Assistant Director will approve your hours in Workday

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## Important Documents and Resources

### Community Service TechSync page

<https://wpi.campuslabs.com/engage/news/126493>

### Techsync Community Service Events

1. Go to TechSync and sign in
2. Click Events
3. On left hand side filter categories and select “Community service/civic engagement”
4. All community service opportunities posted in tech sync should pop up

### List of Pre-approved Sites

A list of sites that do not need to be approved before completing community service. If a FWS student, you can be paid for volunteer work at these sites.

<https://wpi.campuslabs.com/engage/organization/student-activities/documents/view/962341>

### Pre-approval Form

This form is filled out when you are volunteering at a site that is not on the list of pre-approved sites. It must be approved before service is performed at that location.

<https://www.wpi.edu/sites/default/files/docs/Admissions-Aid/Tuition-Aid/CSWSpreapprovalform.pdf>

### Completion Form

This form is brought to community service opportunities with you and signed by the site advisor. It is used to submit to financial aid to approve your hours so you can get paid for them.

<https://www.wpi.edu/sites/default/files/inline-image/CSWS%20completion%20form%2019-20.pdf>

### Community Service Slack Channel

The slack channel is used to share community service opportunities. It is updated as opportunities come available and separated into different volunteer areas.

[https://join.slack.com/t/volunteeroppo-da38405/shared\\_invite/zt-15c2zvuxu-yt6f\\_oB9hMhERD5dHydIKA](https://join.slack.com/t/volunteeroppo-da38405/shared_invite/zt-15c2zvuxu-yt6f_oB9hMhERD5dHydIKA)



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## Community Service Van

Want to give back to the community, but don't have a ride? The WPI Community Service Van provides transportation for any WPI student volunteering at community service agencies within a 10-mile radius of the city of Worcester.

### How to Schedule

To request the van, this [techsync form](#) should be filled out and submitted 72 business hours before the needed time.

### Hours

The hours that community service van is available are shown on the techsync form. They are generally available from 8 am to 8 pm, but availability depends on the drivers.

### Where to Meet

Students will meet and be picked up in front of the Bartlett Center.

For questions and more information please contact [gr-commserv@wpi.edu](mailto:gr-commserv@wpi.edu)


### Additional Opportunity

Interested in being a community service van driver contact Evan Rios the community service van coordinator at [earios@wpi.edu](mailto:earios@wpi.edu).

### Basic Requirements:

- Must have a valid drivers' license
- Clean driver history - No infractions on your license
- Must be 18 years or older

Reference the [WPI Fleet Safety Policy](#) for more information regarding WPI's policies



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## On-Campus Community Service Events

These are community service programs that are hosted by the Student Activities Office on Campus.

### Fall and Spring Community Service Fair

The Fall and Spring Community Service Fairs are a way for students to connect with volunteer partners around Worcester. Students could find jobs if they are interested in Community Service Work Study, or find places to volunteer if they need to fill Federal Work Study hours.

### Spirit of the Giving Tree

For more than 15 years, WPI has partnered with Worcester's Friendly House to run the Spirit of the Giving Tree program, which gives students, faculty, and staff the chance to buy gifts for children who might otherwise not receive any during the holiday season. Students are able to pick a kid and buy them presents to open on Christmas. This past year we added in Ascentria, who runs a home for teen mothers that we supported through this program as well.

### March Fundraiser

This is a social justice oriented fundraiser. For the 31 days of March, monetary donations are asked to support an important cause that is extremely relevant during that time period. In 2021, we fundraised for UMass Healthcare workers in honor of the work they did during COVID-19. For 2022, all donations were sent to the Shine Initiative to work on education surrounding mental health and suicide prevention. A new organization will be chosen each year to send donations to.

### WPI Serves - Community Service Day

WPI Serves is the yearly Spring Community Service Fair. The Student Activities Office reaches out to different service partners and provides students to help complete service activities. There are typically a variety of opportunities and a variety of times. Service activities can be in the morning, afternoon, or an all day event, and can be in a variety of different areas such as environmental, educational, child care, elderly, ect. This is a great opportunity to perform service with friends and make new ones!

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## Community Service Opportunities - Reoccurring

### **Big Brothers, Big Sisters**

Sign up to be a Big (Mentor) and help ignite a child's potential

Volunteers require a 1-hour training, interview and a commitment to meet with your little

Click [here](#) to learn more about their programs

Contact: Tyler Connors; [tyler.connors@bbbscm.org](mailto:tyler.connors@bbbscm.org) with questions and to sign up

### **Christopher House**

A rehabilitation and skilled nursing center in Worcester

Volunteers do require training and support

Click [here](#) to see their volunteering site and submit an inquiry about opportunities

Click [here](#) to see their main site

### **Elm Park Tutoring**

Help tutor students at an elementary school that is only a few minute walk from campus

Time: Every Wednesday 1pm to 3pm

Click [here](#) to sign up

Contact: Abby Brachtl; [anbrachtl@wpi.edu](mailto:anbrachtl@wpi.edu)

### **Friendly House**

Volunteers get to help with a variety of activities within Friendly House

Click [here](#) to submit an inquiry about volunteer opportunities

Click [here](#) to see the general site

### **Mechanics Hall**

Mechanics Hall is always looking for volunteers to be door greeters and ushers for special events and concerts. These concerts vary in times and dates. Dress code is black shirts/pants/shoes.

Contact: Valerie Roy at [vroy@mechanicshall.org](mailto:vroy@mechanicshall.org) to sign up

### **Samuel Slater Experience - Experience Guide**

Support and enhance visitors' experiences throughout their tour of the museum

When: Primarily looking for volunteers on Fridays, Saturdays, and Sundays, but there are opportunities on select weekdays

Contact: Reanna Kuzdzal: [rkuzdzal@samuel Slater Experience.org](mailto:rkuzdzal@samuel Slater Experience.org)

More details and information can be found [here](#)

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### **Southeast Asian Coalition (SEAC)**

This organization has many ongoing programs that they need volunteers for

Location: 484 Main Street Suite #400, Worcester, MA 01608

Contact: Aisha Yusuf: [Aisha@seacma.org](mailto:Aisha@seacma.org)

Click [here](#) to see the programs they offer

### **The Mustard Seed**

Volunteers can arrive at 5pm for set up and serve or 6:15 for clean up - Available all weekdays

Click [here](#) to sign up

Click [here](#) for the general website

### **The Woo Cares 4 U Letter Writing Campaign - Elder Services of Worcester Area**

The goal is to deliver some springtime cheer to our older adults when they receive their Meals on Wheels and/or when a case manager, nurse, etc. does a home visit. The students may draw a picture, write an encouraging note, or just simply say someone is thinking of them – these cards/notes always bring cheer to the population we serve.

Contact: Amy Lubowicki: [alubowicki@eswa.org](mailto:alubowicki@eswa.org)

Delivery: Either mail card to the ESWA office or drop them off at the office to be delivered

### **Worcester Animal Rescue League**

Contact: [Ellen@worcesterarl.org](mailto:Ellen@worcesterarl.org)

Click [here](#) to see details on how to apply to be a volunteer

### **Worcester Together Refugee Response**

Looking for volunteers to clean homes for refugees or assist moving into homes

Sign up links will be found in emails as they tend to need last minute assistance

Click [here](#) to see their website

Contact: [welcometofghans@gmail.com](mailto:welcometofghans@gmail.com)

