Community Service for Sanchez Scholarship Program Students

Office of Student Conduct & Community Engagement
956.326.2286
www.tamiu.edu/scce
Community Service for Sanchez Scholarship Program Students

• Sanchez Scholarship Program students must complete ten (10) hours of community service every school year.

• All service hours must be submitted via Collegiate Link (C-Link). All reported hours must have verification paperwork.

• Last day to report hours is the last class day of the school year.
Collegiate Link (C-Link) - Membership

1. Go to tamiu.collegiatelink.net

2. Click on Log In
3. Log In

User name – only first part of @dusty.tamiu.edu account (i.e. juan. sanchez)
Collegiate Link (C-Link) - Membership

If you are logging in for the first time, you will need to complete your profile.

4. Once your profile is complete, click on Organizations.
5. Find and click on Sanchez Scholars in the Organization Directory.

6. Click Join Organization.
You will have access to the organization once a confirmation message is received in your inbox.
Approved Community Service Events

Community service opportunities can be found on C-Link.

1. Click on Home on C-Link.

2. Scroll to Events and News (Bulletin Board).

Volunteer opportunities are titled and easily identifiable.
Approved Community Service Events

3. For detailed information, click on the thumbnail of the event.

Instructions for sign-up will be indicated.

The Children’s Advocacy Center is looking for responsible, outgoing, and friendly volunteers for the following volunteer opportunity:

**Children’s Advocacy Center SUMMER CAMPS**
- Summer Camp 1: June 9 - June 20
- Summer Camp 2: July 7 - July 18
- 111 N. Merida St.
- Laredo, TX 78043

The Children's Advocacy Center Summer Camp is a yearly event that is organized to help the clients of the Children’s Advocacy Center of Laredo. 30 children per camp are invited to participate in dancing, art, and outdoor activities including radKIDS program.

**Volunteer Attire**
- Casual Jeans. Shorts, T-shirts/Polos. Tennis shoes (or flats)
- NO SHORT SHORTS, NO CAMISOLES, NO SHEER ECLUSES

**Volunteer Shifts**
- MONDAY THROUGH FRIDAY
- Shift 1: 8:30 AM to 11:00 AM
- Shift 2: 11:00 AM to 2:00 PM

**Volunteers Needed:** 3 or 4 per shift

**Volunteer Duties**
The Summer camp consists of 30 children (3 classes with 10 children in each class). Children will be participating in art, dancing, language arts, and outdoor activities.

Volunteers will need to assist teachers/coaches with student activities, paintings, planning, cleanup, outdoor activities, and dancing routines.

At event, report to: Veronica Vaidez

For additional information on the event, please contact the Children’s Advocacy Center, Veronica Vaidez at 956-712-1840 or advocate@cacilaredo.org. To sign-up, click here.

Deadline to sign-up: Friday, June 6, 2014.
Submitting Your Service Hours

You must use the Community Service Hours Time Sheet form at each community service event and submit this to the Office of Student Conduct & Community Engagement as verification of hours. To locate this form:

1. Click on My Shortcuts on the top menu bar.

2. Click on Sanchez Scholars.
Submitting Your Service Hours

3. Click on Documents.

4. Click on the Link for the Time Sheet.
# A. R. Sanchez Scholars Community Service Hours Time Sheet

Please print this form for use at your community service event. Have all signatures from agency contact and accurate agency information, as this will serve as your verification.

**Student Volunteer's Name:**

**Student ID #:**

**E-mail Address:**

**Cell Phone #:**

<table>
<thead>
<tr>
<th>Community Service Activity/Event</th>
<th>Date of event</th>
<th>Must be filled out by student volunteer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Agency/Community Group:</td>
<td></td>
<td>Must be filled out by student volunteer</td>
</tr>
<tr>
<td>Verification Contact/Supervisor:</td>
<td></td>
<td>Must be filled out by student volunteer</td>
</tr>
</tbody>
</table>

**Full Name**

**Phone Number**

**E-mail Address**

## Description of Duties Completed (To be filled out by student volunteer):

On this form, you are required to write a summary of your experience working at this non-profit organization. You should include things such as, "what you contributed," "how your work could make a difference for others," and "In your opinion, the contribution the organization is making to our community." Office of Student Affairs will not accept this form without a detailed description.

**Time In**

- AM
- PM

**Time Out**

- AM
- PM

**Total Hours**

**Signature of Community Service Volunteer**

I understand that all hours will be verified by a third party independently of me and if I attempt to falsify or misrepresent these hours in any manner, I will be subject to disciplinary action including possible suspension from Texas A&M International University.

**Signature of Community Service Verification Contact/Supervisor**

By signing above, our agency confirms the above information to be true and accurate to the best of our knowledge. The stated student performed the duties as requested in a favorable manner that assisted in the overall mission of our agency.
5. Click on My Involvement and Service Hours.

6. Enter all information.

   a. Organization
   b. Date
   c. Description
   d. Duration in H:MM format
   e. Verification Contact
   f. Click Submit
Now What?

- Hours will be approved when a Community Service Timesheet is received and participation is verified.

- At the end of the school year, a report of service hours earned with Sanchez Scholars is submitted to the Sanchez Scholarship program advisor.

- If you earned hours by participation through a community service event as a member of a student organization, you must print your approved hours from that organization and submit it to the Sanchez Scholarship program advisor before the last day of class.
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