How can students document volunteer hours?
Individual and group documentation sheets are available at the CSLV office or on-line: www.cslv.siu.edu. Please note that we can only accept official SVC forms, with the appropriate signatures, as documentation of your service. Letters on plain paper, forms created by RSOs, handwritten sheets, etc., will not be accepted.

Who can sign as an authorized supervisor on documentation forms?
Only staff from community organizations that supervised the event are authorized to sign the documentation form.

Where must students submit completed SVC documentation forms?
Completed forms should be submitted to CSLV within two weeks of completing the volunteer activity.

Reminders for Community Partners

- Please do not sign a blank documentation form whether it be an individual or group form.
- If your office has the SVC documentation form, please mail it to our office within two weeks of the volunteer event.

Center for Service-Learning and Volunteerism
Southern Illinois University
1263 Lincoln Drive
4th floor SSB MC 4308

Please provide updated contact information in order for SVC staff to contact you for a follow up regarding completed volunteer events. Efficient communication in this area is essential for our office to improve and provide the best service for our community partners and students.

Code of Volunteers
As a volunteer, I realize that I am subject to a code of ethics similar to that which binds the professional in the field in which I work. I, like them, assume certain responsibilities and expect to be accountable for what I do in terms of what I am expected to do. I will honor confidentiality.

I interpret volunteer to mean that I have agreed to work without monetary compensation, but, having been accepted as a worker, I expect to do my work according to the same standards as the paid staff expects to do their work.

I promise to take to my work an attitude of open-mindedness, to be willing to be trained for it, and to bring interest and attention to my work.

I believe that my attitude toward volunteer work should be professional. I believe that I have an obligation to my work, to those who direct it, to my colleagues, to those for whom it is done, and to the public.

I am eager to contribute all that I can to human betterment; I accept this as my code, to be followed carefully and cheerfully.

Saluki Volunteer Corps

A Chance to Make a Difference!

This code is the result of a week-long conference held in Australia of professional social workers and delegates from volunteer associations and service organizations throughout America. The code was adapted for this manual by the Center for Service-Learning and Volunteerism, Southern Illinois University Carbondale.
What is Saluki Volunteer Corps (SVC)?
SVC is an educational program developed to encourage students to participate in at least 30 hours of volunteer service each academic year. SVC acts as a clearing-house between community agencies who request volunteers and SIU students who are interested in these opportunities.

Volunteerism and service activities can engage the student in holistic educational experience which encourages self-reflection and prepares students for thoughtful and effective leadership.

Benefits for Volunteers
People volunteer for a variety of reasons. The most successful ways of volunteering are an exchange where both the giver and the recipient come away with something positive. In addition to making a difference, volunteers gain the following benefits:

- Develop as engaged citizens
- Explore academic interests and new careers
- Gain leadership skills and achieve personal growth
- Know the community and its resources
- Connect classroom theory to practice

How Can Community Partners list their events and needs on the SVC list?
Community organizations can call our office at 453-7520. We go through a short list of questions. We will send you a form to complete about your events and volunteer needs. On receiving the information it will be added to the SVC list for students and student organizations. Students can only receive volunteer hours when they participate in events on our approved list each semester.

SVC Policies for Students and RSOs
While we encourage all students and student organizations to volunteer, we want to ensure that the service activities meet the guidelines of Congressional Higher Education Act as it pertains to community service. It is important for all non-profit organizations to let us know their needs so we can determine that we follow these guidelines. Some decisions are made on a case-by-case basis; so do not assume that service hours will automatically be given for all activities. We let students know that simply because one is not paid, it does not mean it is community service.

The following examples COUNT toward community service hours:

- Habitat for Humanity
- Special Olympics
- Boys and Girls Club
- Southern Illinois Radio Information Service

The following examples DO NOT count toward community or university service hours:

- Plasma Donations
- Raising RSO funds
- RSO Meetings, Publicity, or Office Hours

The goal of the Center for Service-Learning and Volunteerism is to ensure that our students learn about complex societal issues and develop the skills needed to become aware and engaged citizens. We also strive to understand the needs of our community partners and to meet their need for volunteers.

Following the above policies and consulting with us when in doubt, will ensure that we are fair and consistent with all students and community partners.

Frequently Asked Questions
How do students become an SVC member?
Students can come to the Center for Service-Learning and Volunteerism and sign up! It is that simple. This has to be done once. Members receive electronic updates about upcoming events.

How can a community service agency request student volunteers from SIUC?
Volunteers can be requested by calling the office at 453-7520. When requests are made 2-3 weeks in advance, it is easier to recruit students.

How can a community service agency publicize their need for student volunteers?
Agencies can call our office, email us a flyer or post the event information on our roster. Our roster is distributed campus-wide each semester. For upcoming events, SVC staff make students aware by email and on our webpage.

Please note: we make every effort to let students know of volunteer opportunities. We cannot however guarantee volunteers. Students are encouraged to contact the non-profit organization directly when interested in a service opportunity.