

## **President's Student Service Award- FAQ**

### ***How do I get started?***

First, add President's Student Service Award to MyHills and obtain a log sheet. Second, start engaging in your community! You will identify and contact potential volunteer and service opportunities. See below for information about MyHills, the log sheet, and identifying opportunities.

### ***How do I track my hours and events?***

There are two pieces to tracking your 100 hours. First, you will complete the log sheet that can be found on MyHills and at OneStop. Please note that this does require that you receive a signature from a manager or designee that can confirm your participation or attendance. Second, you will submit a short journal entry in MyHills for each activity or event. You will include a pdf of the log sheet along with the journal entry. You will need to make sure that you add the President's Student Service Award to MyHills. Once your log sheet is full, can submit it to [service.learning@indianhills.edu](mailto:service.learning@indianhills.edu) or OneStop.

Your hours will be checked by Staff. You can follow along with your hour logged by selecting "Hours Tracking" located in the blue sidebar to the left of your screen.

### ***Where can I pick-up a log sheet?***

Log sheets are available in MyHills under Hours Tracking and at OneStop.

### ***Why do I need to journal about each activity or event?***

A journal is not a diary – you are not merely recounting the happenings of the day. Your entries, to be sure are based on the activities of the day, but they are more. Below are several ways in which you can move beyond a mere chronology of events.

At times you will want to speculate as to why something that you have observed firsthand is as it is. You might derive your explanation from a lecture you have heard, a book you have read, or your own reservoir of "common sense." Having posited an interpretation, you will want to continue with your detailed observations on the topic to see if you want to stick with your hypothesis or alter it.

Less often you can use your journal to make judgments about something in your community service environment. There may be people's actions that you find unpleasant, ways of doing things that are not as you would do them, work environments in which you would not want to remain. These judgments will help you learn about yourself, your values and your limits.

### ***How do I find opportunities and activities?***

If you aren't sure where to start there is a list on MyHills under each category that has potential options. There will also be announcements in MyHills of various events that will go towards the 100 hours. These lists are a good starting place; however, I strongly

encourage you to make this your own experience and find opportunities outside of the lists too. Please contact [Service.Learning@indianhills.edu](mailto:Service.Learning@indianhills.edu) if you have questions about if an activity will work for the 100 hours.

### ***How do I add the President's Student Service Award to MyHills?***

There are instructions to add the President's Student Service Award on <http://www.indianhills.edu/life/studentlife/servicelearning.php>

*Please note that you need to complete the survey in MyHills before you can see any of the material.*

### ***Why should I participate in this?***

This is a great opportunity for you to get to know their peers while serving your community. Volunteering in general is a great way to take pride and ownership in your community. It allows you to stay engaged and participate in a wide range of activities ranging from service with youth to the elderly to attending performing and visual arts events. It also gives you the opportunity to give back to an organization or cause, and provides you with experience that can translate to other areas of your life. This experience is a great resume builder as students will demonstrate communication and leadership skills that future employers are seeking.

### ***How long do I have to complete the 100 hours?***

The President's Student Service Award is very flexible. You can complete it during your time at IHCC; whether that means getting it done in one year or more.

### ***What counts towards the 100 hours of service and events?***

Most activities which you are not being paid for will work. For example- if you work at a daycare this will not count towards the 100 hours. Also be mindful that the hours themselves can only count in one category. For example- if you help your local elementary school plant flowers, this can only count in either the volunteer category or the college service category. Staff will verify your participation by contacting the manager/designee on the log sheet. Please contact [Service.Learning@indianhills.edu](mailto:Service.Learning@indianhills.edu) if you have questions about if an activity will work for the 100 hours.

### ***What if I don't live on campus or even in Ottumwa or Centerville?***

The idea behind the President's Student Service Award is that students can participate wherever. We have included opportunities in locations outside of Ottumwa and Centerville on the lists within MyHills. These lists are a good starting place; however, I strongly encourage you to make this your own experience and find opportunities outside of the lists too that may be closer to home. Please contact [Service.Learning@indianhills.edu](mailto:Service.Learning@indianhills.edu) if you have questions about if an activity will work for the 100 hours.

In addition, the College Service category can be completed at ANY educational institution. While we want you to connect to IHCC, we understand that may not be possible. Our goal is to simply get you out into your community—wherever that may be!

***Can activities and volunteer work that I am doing for classes/athletics/student groups count?***

Yes! You can absolutely use activities that you are completing for classes or student clubs. Just be mindful that the hours themselves can only count in one category. For example- if you help your local elementary school plant flowers, this can only count in either the volunteer category or the college service category.

**Questions? Please contact [Service.Learning@indianhills.edu](mailto:Service.Learning@indianhills.edu)**