

NAZARETH COLLEGE

STUDENT VOLUNTEER HANDBOOK



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SERVE ABROAD

[Nazareth International Service Exchange Program- Leeds Metropolitan University \(UK\)](#)

Contact: Adam Lewandowski, alewand8@naz.edu, 389-2307

Location on campus: GAC- 155

Description: The Nazareth International Service Exchange Program is a two-week summer program. Approximately twelve Nazareth students, faculty and staff, with community development leaders from the Community Place of Greater Rochester, travel to Leeds, England and provide community service for local organizations.

Example: In the past, the experience has included mentoring high school students who are attending a college summer camp on the campus of Leeds Metropolitan University and working with children and adults with developmental disabilities.

SERVE WHERE YOU LIVE

Residential Life-

Contact: Your Resident Advisor (RA) or the Office of Residential Life, lbrasle4@naz.edu, 389-2480

Location on campus: Res. Life Office is in Kearney Hall (under the Kearney Dining Hall)

Description: Residential Life is committed to a comprehensive program – one that blends the co-curricular with the academic to create a total educational environment. As such, we welcome suggestions and ideas for activities and programs to enhance the quality of life for the students in our community. The Res. Life department is always open to new ideas for developing service projects. Feel free to stop in at any time to find out about how to create a new opportunity.

Example: Wake Up Naz Week was a series of daily programs, sponsored by Residential Life, which focused on societal issues. Each day various RL staff members staffed a desk with information and other visual aids about the issues. The program had both faculty and staff involvement and ended with a concert sponsored by Amnesty International. We donated \$250 to each of four major causes: GLAAD (Gay & Lesbian Alliance Against Defamation), Save Darfur Coalition, World Vision and CARE.

Community Service Floor- George Hall

Contact: Julie Lloyd, jlloyd6@naz.edu, 389-2304

Location on campus: GAC – 166

Description: Integrate your interest in community service with your residential experience by living in a hall with a team of people who are intentionally making a difference in the community. Students on the community service floor commit to 8 hours of service per month (~2 hrs./wk.) and are recognized on campus as service leaders. [Application](#) and interview are required (see contact above).

Example: Foodlink (sort donations), MS Society Family Fun Weekend, Bowling for Big Brother Big Sister, Irondequoit Bay Clean-up

Dear Students,

Welcome to the Nazareth College Student Volunteer Handbook! Within these pages you will find information and interactive exercises that will help you identify, develop, and complete a successful community service event. You will find information on how to get started, who to talk to on campus to find support, and how to get funding! There are also special sections on paid service opportunities, who to contact for internships, and how to get involved with Service Learning (taking a class that has a service component). Take some time to explore this guide and you will find some great ideas on how to reflect on your experiences and create sustainable projects.

Service has always been an integral part of the college experience at Nazareth. It is our tradition to work with the community to develop solutions for the many challenges we face. Through service work, you have the opportunity to be connected with the surrounding and international community, to practice the skills you are developing through your academics, and to develop the knowledge and skills necessary to be a civically engaged member of society. You also have the opportunity to meet needs and to be a part of solutions that can impact many lives.

There is something unique about the creative energy that college students bring to service work. I hope you find this guide to be a helpful resource. I want to thank Brit Campese, our New York Campus Compact AmeriCorps* VISTA who created this handbook. If you have any questions or comments please contact me. If you would like help planning a service event I am happy to help. Like Nazareth College, you are a valuable resource for our community and your service work can help make a difference!

My thanks,

Adam Lewandowski

Assistant Director for Community Service

WHAT MOVES YOU?

Volunteer opportunities are as diverse and abundant as the people in your community. To choose a volunteer position, find something that fits your interests; work with an organization that supports your beliefs and stimulates your passions.

Areas of Interest:

- * At-Risk Youth
- * Community and Economic Development
- * Culture / Arts / Performance
- * Disaster / Emergency Prevention and Mitigation
- * Education
- * English as a Second Language (ESL)
- * Environment
- * Health / Nutrition
- * Homelessness
- * Housing
- * Hunger
- * Literacy
- * Mentoring
- * Senior Citizens
- * Tutoring
- * Youth Leadership

Sample Activities:

- * Mentoring or tutoring
- * Developing a website
- * Conducting a fundraiser
- * Writing or researching grants
- * Teaching a music or dance class
- * Sorting food or clothing
- * Counseling
- * Implementing a research project
- * Providing child care
- * Building or painting
- * Political advocacy
- * Providing technical training opportunities to employees

*“Nothing happens until something moves.”
- Albert Einstein*

CAMPUS ASSET MAP

Partners for Serving

Contact: Julie Lloyd, jlloyd6@naz.edu, 389-2304

Location on campus: GAC - 166

Description: Partners for Serving is a program that places Nazareth College students at human service agencies in the city of Rochester. At these sites, Partners provide mentoring and care for homeless youth, youth with mental health concerns, youth and families in transitional housing, and adults in need of health care and counseling. Partners for Serving requires a 3-12 hour commitment per week, with the majority of those hours occurring early evenings and on weekends. Workshops and trainings are required. Organizations the Partners work with: Big Brothers Big Sisters, Center for Youth, Community Place of Greater Rochester, Compeer, Hillside, St. Joseph's Neighborhood Center, and Sojourner House. [Application](#)

Example: The Community Place of Greater Rochester is a leading neighborhood based community center that provides a foundation for growth, empowerment, and stability for those they serve. The main focus of Partners is in the evening after school program during which school-age kids are offered homework assistance and tutoring.

How to become a Partner: All Nazareth students interested in becoming a Partner must fill out an application, obtain a letter of recommendation, and be interviewed prior to acceptance into the program. Applications can be picked up in the Partners Office in the Golisano Academic Center or downloaded from the [Community Service Website](#). Once all information is completed, applications should be returned to the Partner Coordinator (see contacts above) who will schedule an interview. Participation is open to all students no matter what their major, concentrations, or year in school. Priority is given to those students eligible for college work-study. Placements are limited because of the college's ability to provide transportation, accommodate student schedules, and the need for assistance at the sites.

CAMPUS ASSET MAP

BENEFITS

GET PAID FOR SERVING

Partners for Learning and Partners for Serving are *paid* service positions. They are college work-study programs, but you do not necessarily have to be eligible for work-study to hold a position with either program.

Partners for Learning

Contact: Adam Lewandowski, alewand8@naz.edu, 389-2307

Location on campus: GAC- 155

Description: Partners for Learning is a tutoring and mentoring program that engages Nazareth students in partnerships with the children, teachers, and staff of seven urban sites. These partnerships are designed to help raise the academic performance and educational aspirations of the children, while heightening the social awareness and sharpening the professional skills of Nazareth students. [Application](#)

Example: Rochester's School #14 provides Partners with the experience of an after-school tutoring program. Nazareth students work one-on-one with students who have been recommended by teachers for extra help in specific areas. Partners get experience in planning and developing materials necessary for tutoring.

WHAT YOU GIVE

⇐ Time

⇐ Energy

⇐ Commitment

⇐ Care

"The highest reward for a person's work is not what they get for it, but what they become because of it." - John Ruskin

WHAT YOU GET

⇒ College credit

⇒ Networking opportunities

⇒ New experiences

⇒ Increased self-confidence

⇒ New skills

⇒ A chance to build your resume

⇒ Good karma

⇒ The chance to make a difference

⇒ Sense of satisfaction that you are promoting a worthwhile activity

⇒ Recognition

TIPS AND GUIDELINES

These are the little details that could save your tail! You don't want to be the person who shows up to a volunteer project 20 minutes late, dressed in the wrong clothes, without the proper paperwork. There are a few simple steps you can take to help you succeed in being the best volunteer you can be.

Dress Code– Be sure to ask about any clothing restrictions or suggestions associated with your volunteer activity. Wear clothing that is appropriate to the particular constituency you will be serving. If you will be working outdoors, be prepared for inclement weather.

Scheduling– Plan your volunteering around classes, exams, sporting events, and big assignments. Be sure that you *and* your organization are clear about your time commitment by calling your organization a day or two before you're supposed to volunteer, just to check in.

Transportation– Arrange your transportation to/from the site in advance. Be sure you know where to park, the schedule of the bus you'll be taking, directions to the location, etc. Allow extra time for traffic or getting lost.

Timing– Plan on arriving at your location *at least* 15 minutes before your scheduled start time. This allows room for any unforeseen delays (e.g. traffic, getting lost, emergency pants-ironing).

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CAMPUS ASSET MAP

GET COLLEGE CREDIT FOR SERVING

Internships

Contact: Al Cabral, acabral8@naz.edu, 389-2571

Location on campus: GAC-123

Description: An internship is a course that combines pre-professional work experience with targeted academic assignments. All internships earn academic credit. Internships are available to juniors and seniors in all majors. Interested students may apply for internships through their major department, the Professional Internship Program Office or on-line through [NazLink](#).

Example: Continuing Developmental Services--Family Support Services--Intern will participate in family visit, client reviews, clinical meetings and staff meetings. Intern will shadow each Community Support Program and will participate in a long-term project related to Medicaid and the Medicaid system.

Center for Service-Learning

Contact: Your academic advisor or Dr. Marie Watkins, mwatkin2@naz.edu, 389-2748

Location on campus: GAC- 125 or GAC- 120

Description: The mission of the Center for Service-Learning is to facilitate the integration of service with academic study that enhances student learning, addresses community interests and encourages civic responsibility.

Example: 3 Credit Course with a Service-Learning component:

English: College Writing contains a component where students can participate in a project with the Monroe County Jail;

Anthropology: Refugee Resettlement Class where students partner with local agencies in the process of resettlement of newcomers to Rochester;

Art: Art History students research local Native American history and culture in collaboration with Ganondagan's Native American Cultural Center;

History: African-American Experience explores the critical role of the United States Colored Troops and the Underground Railroad in American history;

Community Youth Development: Youth Development students participate in afterschool programs with local youth.

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GENERAL SERVICE LOCATIONS

Student Activities

Contact: Jess Custer, jcuster7@naz.edu, 389-2331

Jane Kelly, jkelly5@naz.edu, 389-2320

Location on campus: Shults Center

Description: The Undergraduate Association at Naz is the student government of the college. More commonly known as the UA, this organization is the voice of the student body to the college faculty, administration and staff. The UA encompasses more than 50 student clubs and organizations. It is these clubs and organizations that provide many of the social, educational, and spiritual activities of the Nazareth community.

Example: Rotaract Club provides opportunities for young adults to enhance the knowledge and skills that will assist them in personal development, to address the physical and social needs of their communities, and to promote better relations between all people worldwide through a framework of friendship and service. The club focuses on leadership development through seminars, local community service projects, as well as professional development opportunities through local Rotarian clubs.

Communication– Have a clear understanding of what you will be doing *before* arriving at your volunteer site. You can do this by talking to someone at the organization (preferably the volunteer coordinator) and asking for specific details about your activity. This will also help you decide what to wear and what you might need to bring.

Be sure the organization knows you are coming and is prepared to give you an orientation of the activities you will be performing. Again, call the organization one or two days before your scheduled project and confirm you will be coming.

Confidentiality– You are expected to maintain the confidentiality of all information you are exposed to while serving as a volunteer. Failure to maintain confidentiality may result in the termination of your position, and has potential safety risks for the people you are serving.

You are encouraged to talk about your volunteer experience with your friends and family, but please be careful not to disclose any information about specific patients or clients. Also, any financial information you might see while volunteering is strictly confidential (unless you are explicitly told otherwise). If you're unsure about the confidentiality of a situation, ask your volunteer coordinator.

TIPS AND GUIDELINES

Inappropriate activities– Do not, under any circumstances, participate in any illegal or inappropriate activities while you are volunteering. This means: no drinking or volunteering while hung over, no drugs, no sexual activity, use appropriate language (e.g. no swearing if you're working with young kids), no napping on site, do not threaten or physically abuse clients, etc. Be smart and remember that you are supposed to be a role model.

Please report any unprofessional behavior that you may experience on site. This means: harassment, physical or verbal abuse, discrimination, etc. Unprofessional behavior should be reported to the volunteer coordinator on site and your volunteer advisor on campus.

Qualifications– Some volunteer service requires specific qualifications or training. Please be aware of any qualifications you might need prior to serving (e.g. education, experience, knowledge, skills, age). Also note that a background check may be required when working with certain populations. The best way to find out about required qualifications is to ask the organization's representative during your initial contact.

CAMPUS ASSET MAP

Center for Spirituality

Contact: Ruth Santiago, rsantia3@naz.edu, 389-2303

Location on campus: GAC-153

Description: Center for Spirituality (CFS) aims to heighten students' social consciousness and commitment to social action. The Center sponsors service opportunities in soup kitchens, food pantries, and homeless shelters, and partners with community organizations such as Habitat for Humanity, Oxfam International, American Red Cross, the Multiple Sclerosis Society, and the American Cancer Society. CFS also offers week-long "breaks for service" when the College is not in session.

Examples: Each Spring, CFS takes a group of students to Clairvaux Farm in Maryland for a week of service. Clairvaux Farm is a community of about 30 residents (formerly homeless) who live at the shelter while they try to regain an independent life. The students live on the Farm for a week, sharing every meal with residents, working to improve living conditions at the shelter, and forming remarkable relationships with the residents.

Athletics

Contact: Your coach, teammates, or the Student Athlete Advisory Committee

Location on campus: Shults Center

Description: Although it is not a requirement of athletic teams, many of them organize community service activities throughout the sports seasons.

Example: Nazareth student-athletes were able to raise money for the Golisano Children's Hospital through two significant fundraising events: The Battle of the Beaks, featuring Nazareth's men's and women's basketball teams in action versus rival St. John Fisher, and a student-athlete semi-formal.

Find the people and places on campus that will help connect you to service opportunities!

GENERAL SERVICE LOCATIONS

Office for Community Service

Contact: Adam Lewandowski, alewand8@naz.edu, 389-2307

Julie Lloyd, jlloyd6@naz.edu, 389-2304

Location on campus: GAC- 155, GAC - 166

Description: The Office for Community Service is a one-stop shop for learning about service activities that suit your personal interests and abilities. The Office provides guidance for developing, promoting, and implementing service projects. You can access funding for service projects through Campus Connection mini-grants, a listing of local service opportunities, and the monthly community service newsletter (also available [online here](#)). The “Partners” service programs are housed in the Office for Community service (see ‘Get paid for serving’ section).

Multicultural Affairs

Contact: Belinda Brasley, bbrasle8@naz.edu, 389-2073

Location on campus: Smyth Hall- 103

Description: The Office of Multicultural Affairs provides leadership in the recruitment and retention of minority students, faculty and staff. The department represents the college in building networks in Rochester and the region.

Examples: Service projects through Multicultural Affairs are mostly event-oriented, e.g. Volunteers staff the Urban League’s Early Recognition Program, LPGA Tournaments, etc.

Follow-up– Be sure to thank the organization for hosting you. You can do this verbally, by phone, email, or by mailing a thank you card. Remember that you may need to be in touch with this organization or representative in the future. It is best to leave on good terms.

Evaluate what have you learned about the organization or the constituency served by the organization. Think about whether or not you want to volunteer again.

“Never doubt that a small group of committed people can change the world. Indeed, it is the only thing that ever has.” - Margaret Mead

BEFORE THE VOLUNTEER EXPERIENCE

- † Do research to find an organization that matches your interests and abilities (refer to resource page or campus asset map)
- † Find the name and phone number of the person at the organization who is responsible for coordinating volunteers
- † Contact the volunteer coordinator at the organization. Tell him/her that you are interested in volunteering. Ask about their needs and whether or not you would be a welcomed volunteer.
- † Find out the details of your volunteer project
 - What activities you will be performing?
 - Are there any qualifications you need to have before volunteering (e.g. training, experience, background check)?
 - What is the length of the volunteer project (2 hours or 2 days)?
 - What is the length of the commitment to this organization (is this a one-time volunteer project or a weekly commitment?)?
 - When are you expected to arrive and when you will be allowed to leave?
 - What should you wear?
 - Do you need to bring anything (ID, money, lunch, tools)?
- † Arrange your transportation to/from the site.
- † Call the organization a day or two before your volunteer project to be sure they know you are coming, your hours, and the activities you will be performing. Ask any additional questions.

VOLUNTEER OPPORTUNITIES

VOLUNTEER CHECKLIST

Area of Interest	Sample Organization	Sample Project
Addiction	Sojourner House	Support women who are recovering from various addictions through visits, meal preparation, course instruction
At-Risk Youth	Boys & Girls Club, Hillside Family of Agencies, Baden Street Settlement House, Local Rec. Centers, Center for Youth	Mentor or tutor, youth counseling, playing sports with youth
Community and Economic Development	Risego	

AFTER THE VOLUNTEER EXPERIENCE

- † Thank the organization for hosting you.
- † Report your experience to the campus coordinator.
- † Reflect on the meaning of your experience (refer to reflection activities).
- † Decide whether or not you want to volunteer again.
- † Arrange another volunteer experience with that organization or with a different organization.

SHOW ME THE MONEY!

REFLECTION ACTIVITIES

HOW DO YOU FUND YOUR SERVICE PROJECT?

Undergraduate Association

If you are planning a service project through your on-campus club or organization, the UA has money for you! Check with your club officers for info on how to access these funds or contact Jane Kelly/Jess Custer in Student Activities (Jess, jcuster7@naz.edu, 389-2331 or Jane, jkelly5@naz.edu, 389-2320).

Campus Connection

United Way and Time Warner Cable have given birth to Campus Connection! This is a program designed to give college students in Rochester access to money for community service projects. All you have to do is fill out a brief online application that describes the project and funding needs. So simple!

For more information contact Adam Lewandowski in the Office for Community Service (GAC-155, alewand8@naz.edu, 389-2307) or check it out online at: <http://www.uwcampusconnection.org>

DRAW!

Draw a poster, banner, comic strip, picture, or mandala to show how you felt about your project.

WRITE!

Write a rap song, poem, joke, journal entry, proverb, folk song, speech, or children's story about your experience.

PERFORM!

Perform an interpretive dance, skit, movie, music video, advertisement, sports story, or commercial about your day.

CREATE!

Create a mosaic, mask, puzzle, mobile, recipe, or collage to show how you feel about the people you served.

BLOG ABOUT IT!

Write about your experience on your personal blog, Myspace, or Facebook pages.

AS A GROUP...

Sit in a circle and ask people to use ONE WORD ONLY to summarize their service experience. Encourage the group to go around quickly. Remember: just one word!

REFLECTION QUESTIONS

I think, therefore my actions develop deeper meaning.

Ask yourself some of these questions after or during your service.

Why am I serving?

How does it make me feel?

Why do I feel this way?

What social or political issues

does this organization deal

with?

What is the point of this service project?

What are the goals of the

agency?

What are my values?

What have I learned about myself through this service project?

How can I support those

goals?

Did I impact the community?

Did the community impact me?

Who am I serving?

What is the person's race, age,

gender, sexual preference, social

class, level of education,

ability, political affiliation?

Who else was serving?

Can I relate my experience or the experiences of my clients back to anything I'm learning in my classes?

How am I similar to the people

I was serving?

How am I different?

Where do these similarities and differences come from?