

Semester of Service Program

(a [Missouri Campus Compact](#) Program)

Meramec Service Learning Department

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Students provide service, through volunteering, service-learning, or a combination of service, to community organizations or government agencies over the course of a single semester. (See #3 below)

1. Pick up a Semester of Service Passport and complete a [release form](#) from the Service Learning office in BA219J, Hours: M T W F from 8:00 am to 2:00 pm.
2. Complete your contact information in the passport (*you do not have to attach a photo*)
3. Determine your volunteer site(s) – see our [Community Partners Catalog](#)
4. Track your hours in the **Semester of Service Passport** – include the date, location and number of hours for each entry (*make it legible so that our office can read it.*)
5. Each time you do service have a supervisor sign your passport by the hours.
6. At the end of the semester add up your hours and write it in your passport, then complete an [Award Certificate Order Form](#)
7. **Write a reflection paragraph or page about your service.**
8. Bring your certificate form, the paragraph, [academic map](#) and completed passport into the **Service Learning office – BA219J.**
9. Students who have provided **45 hours or more of service in a single semester** will be eligible to receive the following:

- A Certificate of Service
 - Community Contributor.....45 hours
 - Community Changer.....70 hours
 - Community Catalyst.....100 + hours
- Missouri Campus Compact website recognition
- A letter of recognition to the student
- A letter to the president of the student's institution
- Two letters to people (*parents, employers, coaches, instructors, etc., as designated by the student*)

IMPORTANT TIPS:

1. Try to do at least 50 hours so that you do not come up short.
2. Think of two employers or colleges that you want to have letters mailed to and include those addresses on the certificate form.
3. Send a digital copy of your form to dcorson2@stlcc.edu
4. Indicate in your passport your gender, especially if your name does not make that clear.
5. **New this year!** An academic map is required to be on file before your information will be processed.

It usually takes 4 to 6 weeks after the semester ends before your certificate & letters are sent.