



# COMMUNITY SERVICE FORM

## CSU Channel Islands

Student Name \_\_\_\_\_

|                             |   |  |  |
|-----------------------------|---|--|--|
| <b>Date</b>                 |   |  |  |
| <b>Agency</b>               |   |  |  |
| <b>City</b>                 |   |  |  |
| <b>Activities Performed</b> |   |  |  |
| <b>Time In / Out</b>        |   |  |  |
| <b>Total Hours</b>          |   |  |  |
|                             | <b>Administrative Use Only – Approved Hours</b> |  |  |

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Advisor Signature \_\_\_\_\_ Date \_\_\_\_\_

All activities for Community Service hours must be pre-approved by the Nursing Chair and designated faculty of the nursing program (e.g., SNA Advisor). Community service must be volunteer activities related to health care. Completed community service forms should be submitted for signature to an Advisor within 100 days of the activities. See page 2 for details.

CSU Channel Islands - SNA Community Service volunteer activities are coordinated by the campus chapter of the Student Nurses' Association (SNA). SNA is a registered organization of CSU Channel Islands. The Nursing program has delegated the oversight including securing approval of volunteer activities, coordinating volunteers, and supervising non-skilled activities to the SNA.



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## CSU Channel Islands

Students are responsible for following the CSU Channel Islands program policy and procedures as follows:

1. All CSU Channel Islands - SNA Community Service activities must be approved by the Chair of the Nursing or SNA Faculty Advisor before the volunteer hours incur. Any activities not listed below, must be discussed and approved by the Chair of the Nursing Program or SNA Faculty Advisor. **Pre-approved activities** are as follows:

- Community Organization Service: American Red Cross; Habitat for Humanity; Lighthouse Shelter; Prototypes; Rescue Mission
- Health Assessment/Health Care Screening: Area Agency Health Fairs, e.g., Community Memorial Health Fair, Cottage Health System's Health Fair
- Client Advocacy & Education: ALS; American Cancer Society; College 4 a Day; CSUCI Nursing Program Orientations; Discover CI; Relay for Life; SIDS; Special Olympics
- Immunization for Adults & Children: VC Public Health
- Establishment of Health Programs: Westminster Clinic (January – August only)
- Flu Shot Clinics: CSUCI Student Health; VC Public Health
- Coordination with other members of the Health Care Team: Sports Physicals

**Note: A supervising RN with the site or nursing faculty must be present for any volunteer activities involving nursing skills (e.g., VS, assessment, procedures such as injections).**

2. All Community Service volunteer activities will be coordinated through SNA or through CSU Channel Islands faculty.
3. The CSU Channel Islands - SNA Community Service Form must be completed by the student volunteer and signed by the Faculty Advisor or Nursing Program Chair within 100 days of the activities.
4. Students are responsible for their copies of all Community Service Forms. Optional: Completed forms may be securely filed with the SNA Advisor. The Nursing Program Chair will request the forms during the spring semester, prior to graduation, so that total hours can be calculated.

**Community Service Recognition Program is Presented on Graduation** as follows:

|                           |  |
|---------------------------|--|
| <b>20 Volunteer Hours</b> | <b>Certificate</b>   |
| <b>40 Volunteer Hours</b> | <b>Certificate &amp; Lapel Pin</b>                                   |
| <b>60 Volunteer Hours</b> | <b>Certificate, Lapel Pin &amp; Additional token of appreciation</b> |