



Community Service
Wittenberg University
Hagen Center
723 North Fountain Avenue
937-327-7523

Due: Friday of the 4th Week of the Semester
(or prior to starting the service, whichever comes first)

CMSV 100 Self-Design Service Proposal

Students interested in completing service at a non-partner site must submit a Self-Design proposal to the director of Community Service for approval. Students must complete their service at a partner site and/or in Springfield, unless the opportunity is not available or cannot be arranged by the Community Service. Your proposal for service needs to meet the guidelines for CMSV 100 and you will need to explain how your experience will help you achieve the desired outcomes of CMSV 100. In reviewing the proposal, the Director will consider if the type of experience could be provided at one of our partner sites and if the gifts, skills, or knowledge you would be using will be a benefit to one of our partner sites. The proposal must be approved prior to starting the proposed service experience

Name _____ ID # _____

Phone # _____ Email _____

CMSV 100 Guidelines

The CMSV 100 experience provides students the opportunity to:

- Interact with people from various cultures and life situations and address societal issues that challenge the community.
- Engage with non-profit organizations that are in partnership with Community Service.
- Participate in alternative service immersion experiences offered during break times that are sponsored by a Wittenberg organization.
- Connect with Springfield/Clark County by completing service hours in this community. If a service opportunity is not available on the partner list or cannot be arranged by Community Service, then a student can submit a self-design proposal to the Director of Community Service for approval.

The CMSV 100 experience:

- Is separate from service required by internship or another course.
- Is not compensated.
- Does not allow students to count hours spent sleeping or traveling towards the total hours needed to complete the requirement.
- Does not involve direct religious persuasion or political campaigning.
- Does not include participating in events such as fundraisers where the student does not interact directly with the non-profit organization.
- Must be completed during the semester registered for CMSV 100 to successfully pass and to receive possible Dean's List recognition.

Service connected to a faith-based organization must meet the following criteria:

- the experience's primary purpose must be first and foremost to provide a direct service that addresses a specific social issue that benefits the larger community; the experience must have clearly defined outcomes for the recipients of the service; and the experience must be open to all members of the community regardless of their race, gender, religion, nationality, ethnicity, sexual orientation, physical ability, or disability.

I verify that my service experience will meet the Community Service Guidelines.

Student's Signature _____

Date _____

PART I

Starting date of service _____ Ending date of service _____ Total project Hours _____

Organization/Location _____

Check here if you currently have a paid position with this organization.

Mission of the Organization _____

Site Manager's Name _____

Title _____ Phone # _____

Email _____

PART II

Please include your answers to the following questions with this proposal:

1. Give a detailed explanation of the tasks/activities you will be engaged in during this service experience.
2. Explain your reasons for wanting to satisfy your requirement with this organization. How will this experience be different from other opportunities offered by Community Service?
3. Explain how you have been engaged in the Springfield community prior to this experience.
4. Explain how this experience will help you achieve the Outcomes of CMSV 100.

I am responsible for understanding the policies and procedures of CMSV 100, the CMSV 100 Rights and Responsibilities, as well as helping students achieve the Outcomes of Community Service 100. I will contact the Community Service with any concerns or questions related to this experience.

Signature of Site Manager _____

Office Use: Approved yes ___ no ___ Logged ___

____Contacted Site Manager: Community Service 100: Self-Design Sites/Calendar/Safety Guidelines for Students Engaging in the Community