



# Center for Community Engagement

The University of Southern Mississippi

For more info about the CCE, visit [usm.edu/cce](http://usm.edu/cce)  
Report Hours through Get Connected at [volunteer.usm.edu](http://volunteer.usm.edu)

How to do Meaningful Service:

- \* Support just one organization. Be available when they need you.
- \* Get hours through continuous volunteering. Be consistent!
- \* Do service in small groups of 5 or less.
- \* Commit to showing up and honor your commitment.

## Tips for Student Service

### DO:

- Determine the site's location, where to park, and where to enter before you visit.
- Know who will be providing initial on-site orientation and ask for this orientation (site rules, etc) when you arrive for your first visit.
- Follow sign-in procedures of the site every time you visit.
- Educate yourself about the agency and the population it serves.
- ARRIVE AND LEAVE ON TIME, CALL IF YOU WILL BE LATE OR ABSENT.
- Be kind, courteous, and helpful. Try to be flexible.
- Avoid one-on-one situations that place you alone with a vulnerable community member such as a child, or isolate you and the community member from the main area of activity.
- Respect the privacy and boundaries of community partners. (Don't ask questions that are too personal; be cautious when displaying affection.)
- Respect the confidentiality of everyone you work with.
- Ask for help when you're in doubt.
- Act as if you are visiting someone else's home – learn their rules and traditions.

### DON'T:

- Give your phone number or address to community partners.
- Leave your personal belongings where others may be tempted to take them.
- Wear excessive or expensive jewelry.
- Exchange money or gifts with a community partners.
- Form judgments quickly—you may not know the whole story.

### REMEMBER:

- To reliably fulfill service to your organization.
- To respect the policies and expectations of your organization, especially in regard to confidentiality and participation in required training sessions.
- To behave professionally in carrying out the tasks assigned to you.
- To observe your established dress code.

## At the End of Your Service...

Don't just disappear! In some cases, the clients you have been working with have been abandoned in one way or another by someone—don't be one of those people. Saying "good-bye" is also an opportunity to say "thank you." Take this opportunity to express your appreciation to those you have been working with, including the site supervisor(s), staff members, and the clients.