

**The Pennsylvania State University
Office of Fraternity and Sorority Life**

**CALCULATION OF COMMUNITY SERVICE HOURS
AND PHILANTHROPY DONATIONS**

INTRODUCTION

One of the most gratifying aspects of fraternity and sorority membership is the sense of satisfaction and pride that comes with involvement in community service and philanthropic projects. Penn State fraternities and sororities perform over several thousand hours of community service per year. Service and philanthropy are two of the fundamental building blocks of each fraternity and sorority, building both moral character and social awareness. Working together on such projects not only benefits worthy causes, but also fosters personal growth and greater unity among fraternity and sorority members.

COMMUNITY SERVICE

Direct “Hands On” Service:

One (1) hour of community service work = 1 service hour

Raking leaves, shoveling snow, mowing grass
Highway litter pickup
Organizing and/or working a blood drive
Academic tutoring
Volunteering with Big brothers – Big sisters
Building a homecoming float
Rehearsing for Greek Sing
Performing at Greek Sing
Serving on the Greek Sing Overall Committee
Canning for Thon
Providing service for an agency
Habitat for Humanity Spring Break
Pledge booking for Thon
Organizing and implementing a philanthropy project
Preparing Thonvelopes
Dancing at Thon
Working at Thon
Volunteering at the Spring Career Fair
Participating in Greek Week if Greek Week has a service component.

NOTE: Community service hours cannot be earned for the following:

- 1) Driving to and from a canning trip.
- 2) Participating in another organization’s philanthropy.
- 3) Performing service as an individual that has nothing to do with the fraternity or sorority.
- 4) Service that is completed that was mandated by the Office of Judicial Affairs or a local, State, or Federal court or agency.
- 5) Attending Thon as a supporter.

- 6) Performing service as part of a class.
- 7) Planning and hosting an educational program if your national required your organization to plan and host educational programming.
- 8) Attending an educational program.
- 9) Greek Week activities that are not related to service.

Indirect Community Service:

DRIVES - PURCHASED ITEMS - DONATIONS:

\$5.00 worth of merchandise = 1 volunteer hour (receipts are required!)

Examples: school supplies, etc.

DRIVES- COLLECTED ITEMS:

Canned food drive: Ten (10) canned goods = 1 volunteer hour

Used clothing drive: Three (3) items (jeans, dress, shirt) = 1 volunteer hour

Toys Collection: One toy = 1 volunteer hour (unless you have the receipt – see above)

Books: 5 books = 1 volunteer hour

Humane Society: 3 items (like bleach, paper towels, etc.) = 1 hr, 1 20# bag of dog food, cat litter, etc. = 1 hr

RED CROSS BLOOD DRIVE DONATIONS:

One (1) pint of blood donated = 10 volunteer hours

COMMUNITY SERVICE PROJECT DOCUMENTATION:

- 1) Use the **Community Service Project Registration** form. The form is printed on **YELLOW** paper and is available in the Office of Fraternity and Sorority Life or online at the following:

www.sa.psu.edu/greeks/documents/CommunityServiceRegistrationFormf08.doc

- 2) The first section of the form is **ORGANIZATION INFORMATION**. This section must be completed in its entirety. The section should also be completed neatly, using a pen. The form will not be accepted if any information is left blank.
- 3) The second section is **AGENCY INFORMATION**. This section also must be completed properly. The **Name of Agency or Organization** is the group or person to whom your organization performed the community service project. This could be, for example:
 - a. **THON** for Thon canning
 - b. **Panhellenic Council** for Greek Sing
 - c. **Homecoming** for building a Homecoming float
 - d. **American Red Cross** for donating blood or working at a blood drive.

The **Name of Agency Contact** and the **Telephone** number of the agency contact **MUST** be provided.

If your organization does not know and understand who the agency is and who the contact person for the agency is, your organization should probably not be performing service for them.

- 4) The third section (**AGENCY CERTIFICATION OF PHILANTHROPY PROJECT**) clearly states, **DO NOT WRITE BELOW THIS LINE: THE AGENCY SHOULD COMPLETE THIS SECTION.**

This section is for the agency to confirm that what your organization reported above is accurate. The **AGENCY REPRESENTATIVE** should complete this section!! S/he should list the **Date of the Project**, the **Total Number of Hours Completed**, **SIGN** the form above **Signature of Agency Contact**, and fill in the **DATE** when the form was completed.

- 5) In lieu of completing the third section (**AGENCY CERTIFICATION OF COMMUNITY SERVICE PROJECT**), your organization can do any of the following:

- a. attach a **letter from the agency** that confirms the community service project was completed;
- b. attach a **log** that clearly provides comprehensive information about the project, such as:
 1. the names of the chapter members who participated,
 2. the exact dates of their participation,
 3. the exact times of their participation,
 4. one or more photographs of the members participating in the project,
 5. a newspaper clipping where the project was mentioned in the newspaper,

NOTE: WE WILL NOT ACCEPT A LOG THAT HAS BEEN SCRIBBLED ONTO A PIECE OF NOTEBOOK PAPER AS AN AFTERTHOUGHT BECAUSE THE COMMUNITY SERVICE CHAIR DID NOT CREATE AND MAINTAIN A LOG THROUGHOUT THE YEAR.

- c. attached the **Post-Donation and Call-Back Instructions** form from the American Red Cross that your members are given when they donate blood. Each donor is assigned a WBN/DIN number when they donate and this number is at the bottom of the form (see attachment).
- 6) The completed form and all documentation should be delivered to the **Office of Fraternity and Sorority Life** in 215 HUB-Robeson Center.

IMPORTANT NOTES:

- a. **ALL FORMS FOR COMMUNITY SERVICE PROJECTS THAT OCCUR DURING THE FALL SEMESTER MUST BE SUBMITTED DURING THE FALL SEMESTER.**
- b. **ALL FORMS FOR COMMUNITY SERVICE PROJECTS THAT OCCUR DURING THE SPRING SEMESTER MUST BE SUBMITTED DURING THE SPRING SEMESTER.**
- c. **DO NOT DROP THE FORM OFF OR SLIDE IT UNDER THE DOOR. THE FORM MUST BE HAND-DELIVERED TO THE OFFICE RECEPTIONIST OR YOUR GOVERNING COUNCIL'S ADVISOR WHO WILL CHECK THE FORM AND GIVE YOU A COPY BEFORE YOU LEAVE.**
- d. **FORMS THAT ARE INCOMPLETE, COMPLETED INACCURATELY, DAMAGED IN ANY WAY, SUBMITTED WITH NO OR POOR DOCUMENTATION, OR APPEAR TO HAVE BEEN COMPLETED BY THE FIRST GRADE CHILD WILL NOT BE ACCEPTED.**

PHILANTHROPY – RAISING MONEY

Sponsoring organization gets full credit for all money **donated** (money raised minus expenses) to the philanthropic cause.

Organizations making financial donations to another organization's philanthropy do **NOT** get credit.

Examples of philanthropy projects would be:

- 1) A simple donation to an agency,
- 2) Purchasing a ticket to Greek Sing since the money from Greek Sing (a philanthropy) is used for scholarships. You also must attend!!
- 3) Hosting a philanthropy where your organization charges money to another organization to participate. But, remember that the money your organization donates is counted by the host organization. For example, the \$40 entry fee from ATΩ to participate in ZTA's philanthropy = \$40 credit for ZTA, \$0.00 credit to ATΩ.
- 4) Raising money for Thon. Remember that if you raise money with another organization, your organization can only claim half of the money toward your chapter's philanthropy goal,
- 5) Raising money at a car wash, a bake sale, etc.,
- 6) Raising money through a restaurant coupon or percentage of sale program,

PHILANTHROPY PROJECT DOCUMENTATION:

- 1) Use the **Philanthropy Project Registration** form. The form is printed on **GREEN** paper and is available in the Office of Fraternity and Sorority Life or online at the following:
www.sa.psu.edu/greeks/documents/PhilanthropyRegistrationFormf08.doc
- 2) The first section of the form is **ORGANIZATION INFORMATION**. This section must be completed in its entirety. The section should also be completed neatly, using a pen. The form will not be accepted if any information is left blank.
- 3) The second section is **AGENCY INFORMATION**. This section also must be completed properly. The **Name of Agency or Organization** is the group or person to whom your organization performed the philanthropy project. This could be, for example:
 - a. **THON** for Thon donations
 - b. **St. Jude's Hospital** for donations to St. Jude's Hospital
 - c. **Habitat for Humanity** is you donate money to Habitat

The **Name of Agency Contact** and the **Telephone** number of the agency contact **MUST** be provided.

If your organization does not know and understand who the agency is and who the contact person for the agency is, your organization should probably not be raising money for them.

- 4) The third section (**AGENCY CERTIFICATION OF PHILANTHROPY PROJECT**) clearly states, **DO NOT WRITE BELOW THIS LINE: THE AGENCY SHOULD COMPLETE THIS SECTION.**

This section is for the agency to confirm that what your organization reported above is accurate. The **AGENCY REPRESENTATIVE** should complete this section!! S/he should list the **Date of the Project**, the **Total Number of Dollars Contributed**, **SIGN** the form above **Signature of Agency Contact**, and fill in the **DATE** when the form was completed.

- 5) In lieu of completing the third section (**AGENCY CERTIFICATION OF PHILANTHROPY PROJECT**), your organization can do any of the following:
- a. attach a **letter from the agency** that confirms their receipt of your philanthropy project donation;
 - b. attach a **cancelled check** that clearly shows you made the donation to the agency named on the registration form;
 - c. for your organization's THON donation, you can go online and print a copy of the THON report that shows the amount of money your organization raised for THON. **Remember that your organization can claim only HALF of your Thon donation since your partner is claiming the other half.**
- 6) The completed form and all documentation should be delivered to the **Office of Fraternity and Sorority Life** in 215 HUB-Robeson Center.

IMPORTANT NOTES:

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