How to set up a service project using the SSAC and Campus Ministry...

- **A club or individual needs to:**
  - Contact the SSAC via phone, e-mail or visit SSAC Office in 112C Acker Science Center.
  - Complete the Student Service Interest form to help us to match your interest to specific service projects available. Please provide possible times and dates your club members are available.

- **The SSAC will:**
  - Offer service options that match your criteria submitted by agency partners.
  - Provide you with agency information to inquire about the service project or assist you in contacting the agency as needed.

To complete your service activity:

- **For a one-time event:**
  - Arrange the date and time for the service project and enjoy!
  - Track the hours spent by each club member at your service project site on the forms provided and return them to the SSAC after the project is complete.
  - Contact Campus Ministry for materials and/or assistance in conducting theological reflection about the service experience.

- **For an on-going service activity (multiple weeks during the semester):**
  - Attend an orientation at your agency.
  - Complete a Service Contract between you and the service agency within 2 weeks of starting the activity; submit it to the SSAC.
  - Submit monthly timesheets to the SSAC to get “credit” for your contribution to the community.
  - Contact Campus Ministry for materials and/or assistance in conducting theological reflection about the service experience.
  - Complete an evaluation of the service experience provided by SSAC at the end of the semester.