



## *Wheeling Jesuit University Service for Social Action Center*

### Service for Social Action Center

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### *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.