

Summer Service Program

History, Purpose, and Guidelines

History and Purpose of the Program

The Summer Service Program provides students with an opportunity to make a positive difference, serving and engaging with the wider community during the summer. Students commit to 10-weeks of full-time volunteer service during their summer break. The University established the Summer Service program in 1957 to provide an opportunity for students to gain experience in a service-oriented leadership role. In its earliest years, students were placed at local churches. Over the years, as La Verne's student body has changed, the program has broadened to accommodate students of various religious and non-religious traditions and has expanded the range of volunteer sites to include community agencies and secular organizations. The program is supported by an endowment fund established in 1957. The endowment's main purpose is to provide a tuition scholarship for students who participate in this program. Currently, students receive a \$3,000 tuition scholarship, which is applied the year following their volunteer experience.

The purpose of the program is for students to gain leadership skills, develop their spirituality, and to live out their commitment to serving the wider community. Placement sites include religious communities, non-profit organizations focused on humanitarian, environmental, or social justice issues, summer camps, and youth empowerment organizations. The program places an emphasis on leadership development, personal and spiritual growth, and reflection on what it means to be a socially responsible citizen. It is also an opportunity for students to develop their skills in interfaith and intercultural leadership. The program welcomes students of all religious, philosophical, and secular perspectives.

The Organization's Responsibility:

1. Provide La Verne students with a student-focused learning experience that aligns with the mission and operations of the Community Partner.
2. Designate one or more staff representative(s) to meet with the La Verne Office of Religious and Spiritual Life as necessary, or at the request of La Verne, to facilitate a mutually beneficial experience for all involved.
3. Prior to the start of the Service Activity, collaborate with the Office of Religious and Spiritual Life in developing an outline and plan of action for the Service Activity to be offered by Community Partner, and provide students with a written description of the student's tasks and responsibilities to be undertaken during the Summer.
4. Prior to the start of the Service Activity, provide participating students with a general orientation that addresses the history of the Community Partner's organization, its mission, policies and structure of the organization, information on the unique nature of the population served by the Community Partner, and justification for its existence. The orientation will also include a site tour, an introduction to staff, a description of the characteristics of and risks associated with the Community Partner's operations, services and/or clients, a discussion concerning safety policies and emergency procedures.

5. Prior to the start of the Service Activity, provide all participating students with any specific training needed as well as sufficient training, equipment, materials and work area to perform the tasks and responsibilities of the Service Activity.
6. Prior to the start of the Service Activity, inform students of the Community Partner staff representative who will be assigned to supervise their tasks and responsibilities while on site. If possible and appropriate, the Community Partner supervisor will meet with the students through regular check-in meetings not less than weekly to facilitate the students learning experience and professional development, provide support, and review progress on their Summer Service goals and Service Activity. The supervisor generally will remain accessible to students and communicate as necessary with the Office of Religious and Spiritual Life through regular correspondence.
7. Prior to the start of the Service Activity and if applicable, inform La Verne and students of the need for any clearance materials (e.g. – a volunteer application, background check, fingerprinting and/or a tuberculosis test), obtain any such materials, and otherwise maintain the confidentiality of any results as required by federal and state law.
8. Provide feedback and evaluation of the Summer Service Program and the partnership between the organization and the University.
9. Provide a structured and safe learning environment for La Verne students, including adequate supervision at all times while students are participating in the Service Activity. If at any time the Community Partner has any concerns about the La Verne Service Activity or student performance/behavior, the Community Partner will discuss those issues with La Verne immediately.
10. Contact the Office of Religious and Spiritual Life if a student fails to perform assigned tasks or engages in misconduct. While a Community Partner may request that a student be removed from the Service Activity if the student's conduct or work violates the policies and procedures of La Verne or the Community Partner, it is expected that, prior to finalizing any such removal, Community Partner will promptly contact the Office of Religious and Spiritual Life to try and assess and evaluate the situation and make a good faith effort to come to a resolution.
11. Provide first aid to La Verne students who are injured or become ill including a call to 911 seeking professional medical assistance if necessary at the expense of such students. Community Partner will notify the Office of Religious and Spiritual Life or other responsible staff at La Verne as soon as is reasonably possible of any injury, illness, or concern to any student participating in a Service Activity
12. Acknowledge that student educational records, as defined at 20 USC 1232g(A)(4), are protected by the Family Educational Rights and Privacy Act ("FERPA"), and that it may be necessary to obtain a student's permission before releasing information concerning the student to any party except the University. Any records pertaining to a student's participation in the Service Activity, including but not limited to performance of the assigned task and responsibilities, constitute FERPA records. The Community Partner

should abide by the provisions of FERPA with respect to any request for access to or disclosure of student records and related information.

13. Carry adequate insurance (as required by the University)
14. Have realistic expectations for the Summer Service Volunteer. The volunteer is a young person in training. Do not expect the student to have the leadership skills of a pastor, professional educator, or the persons at your site who have been trained for their role. Patiently model the skills and behavior appropriate to the job, communicate honestly and allow ample time off for rest and relaxation (at least one and a half days per week).

Organizations who would like to request a Summer Service volunteer can use the following online application form: www.sites.laverne.edu/chaplain/interfaith-engagement/summer-service/community-partner-information/.

The Student's Responsibility is to:

1. Have a commitment to volunteer at a religious and/or socially-oriented program and a strong desire to serve.
2. Fulfill a commitment of 10 weeks of full-time volunteer service
3. Be willing to establish three goals for the summer (in the areas of personal, professional, spiritual and/or service) and intentionally work on them throughout the summer, with the support of student's site supervisor or someone else assigned by the site.
4. Volunteer in a spirit that is open to learning and growth and willing to take on the tasks set for you by the site.
5. Provide and arrange for own transportation to the site and return home, unless the assigned volunteer site requires plane, train or bus travel.
6. Enroll for CS 305 and complete 10 weeks of journals, read one book, and write a 5-page reflective essay, due at the end of the summer.
7. Meet regularly with site supervisor to go over/evaluate tasks and performance and reflect on progress of Summer Service goals
8. Complete evaluation forms at the end of the Summer Service Program
9. Attend the following meetings and events.
 - a. Spring orientation retreat and Fall wrap-up retreat
 - b. Individual meeting with the Summer Service Program director (University Chaplain) in the Fall to evaluate and debrief the summer experience.
 - c. Fall Donors' Dinner (Summer Service Dinner)

10. Adhere to the Code of Student Conduct and Prohibited Student Conduct standards while participants in the Summer Service Program (<https://laverne.edu/student-affairs/student-conduct/>).

University of La Verne's Responsibility:

1. Work closely with the Community Partner to meet the expectations and priorities of the Community Partner as well as the student academic outcomes.
2. Meet with the Community Partner as necessary, or at the request of Community Partner, to facilitate a mutually beneficial experience for all involved.
3. Provide a university representative to serve as a liaison between La Verne and the Community Partner during the Service Activity.
4. Prior to the start of the Service Activity, provide an orientation for participating students that addresses (i) the importance of service-learning and community engagement, the Community Partner, and the Service Activity; (ii) the responsibilities and rights ensured to service learning/community engagement students; and (iii) community conduct and safety guidelines, including, incident reporting and Title IX information. Our Title IX link can be found here: <https://laverne.edu/title-ix/>
5. Provide participating students with opportunities for group and individual reflection regarding the Community Partner and the Service Activity, and, as appropriate, encourage participating students to maintain their commitment to the Service Activity
6. Advise all students of their responsibilities and rights with respect to the Service Activity. A list of the current student rights and responsibilities is available upon request.
7. Provide opportunities for evaluation and feedback of the Service Activity for students and Community Partner in order to assess impact and improve quality of programming and support.