

## Scholarship Service Hours Verification Form

**Use this form to track your service hours.** The La Casa Student Housing Scholarship Program requires fulfillment of a service requirement from all scholarship recipients. Each scholarship recipient is required to complete at least:

- 20 hours of volunteer service per academic term; or
- 40 hours of volunteer service over the course of the academic year.

Take a moment and consider your own personal skill set. Think of ways you could best utilize your own strengths to benefit the surrounding community. Once you have declared your major, consider ways of using the service requirement to gain experience in the field by volunteering for groups involved in your area of study. Or, take it as a chance to become involved in an organization or cause you might not have otherwise considered.

**In order to get credit for completing service hours,** students are expected to submit one "La Casa Scholarship Service Hours Form" per organization with which they volunteer. It is available to download at [www.lacasabulletin.wordpress.com](http://www.lacasabulletin.wordpress.com). All hours must be submitted by:

- December 1 for Fall term;
- April 30 for Spring term; and
- August 1 for Summer term.

**Return completed forms to:**

Ms. Maria Bucio, Director of La Casa Student Housing & Resource Center  
1818 S. Paulina Street, Chicago, IL 60608  
[lacasa@resurrectionproject.org](mailto:lacasa@resurrectionproject.org)

### SERVICE VERIFICATION

\_\_\_\_\_ has served the \_\_\_\_\_  
Student's First and Last Name Name of Organization

for \_\_\_\_\_ hours on \_\_\_\_\_  
Number of Hours List Dates of Service ( Month / Day / Year)

### TYPE OF VOLUNTEER WORK

Choose one that best describes the volunteer opportunity.

- Direct Service: Work directly with community members or those being served by the organization.
- Indirect Service: Work on a project which impacts the community in an ancillary way.
- Advocacy Service: Work for the alleviation of a community issue.

### STUDENT'S REFLECTION

Student, how did this volunteer experience enhance your skills? Please explain. Attach additional sheet if needed.

### ORGANIZATION'S DESCRIPTION OF VOLUNTEER WORK & IMPACT

Please describe what the student did and how it impacted your organization, members, and/or issue. Attach additional sheet if needed.

**I VERIFY THAT THE ABOVE INFORMATION IS CORRECT AND THAT THE STUDENT DID NOT RECEIVE ANY COMPENSATION FOR HIS/HER EFFORTS.**

_____	_____
Print First and Last Name of Person Overseeing Volunteer Work	Name of Organization
_____	_____
Title	Department
_____	_____
e-mail	Phone
_____	_____
Website	
<b>X</b>	_____
Signature of Organization's Representative	Date

## Scholarship Service Commitment

The La Casa Student Housing Scholarship Program requires fulfillment of a service requirement from all scholarship recipients. Each scholarship recipient is required to complete at least:

- 20 hours of volunteer service per academic term; or
- 40 hours of volunteer service over the course of the academic year.

The number of service hours is determined based on the term length of the La Casa Housing Agreement.

### Benefits of Community Service

By including this service requirement, La Casa Student Housing (an initiative of The Resurrection Project) hopes to help foster within its scholarship recipients a lasting dedication to *social responsibility* and *citizenship*. Students will not only have the opportunity to give back to others, but also to learn new skills while continuing to build upon existing ones. Through volunteering, students will be exposed to new perspectives and different ways of thinking about issues within the community.

### Fulfilling the Service Requirement

The service requirement can be met through any means the student chooses, but it must be through an official student or community organization. Students may also choose to volunteer in their hometown during one of the University's academic breaks.

- Service hours associated with course credit or compensation (monetary or in the form of gift cards) cannot be counted toward the La Casa Scholarship service requirement.
- Research assistantships, internships, lab work, and any other professional experiences (paid or unpaid) cannot be applied to the service requirement.
- Work done to promote a specific political candidate, official, or party is not accepted.

Staff at La Casa Student Housing reserves the right to evaluate the legitimacy of service work on a case by case basis. Students will receive a Violation Notice and will forfeit any remaining balance of La Casa scholarship funds if any or all of their service hours do not meet the necessary requirements.

*There are three different classifications of volunteering to consider when deciding how to utilize the time:*

1. Direct Service: Work directly with community members or those being served by the organization.

*Examples:*

- Mentoring children within the community
- Assisting the elderly
- Volunteering at shelters for the homeless
- Visiting hospitals
- Helping out at community centers

2. Indirect Service: Work on a project which impacts the community in an ancillary way.

*Examples:*

- Volunteering for disaster relief or clean-up
- Assisting with environmentally focused projects

- Participating in urban renewal projects (community painting, building, etc.)
- Helping with student organization fundraising
- Organizing a community food drive

3. Advocacy Service: Work for the alleviation of a community issue

*Examples:*

- Conducting information campaigns
- Helping with voter registration drives
- Lobbying or speaking on behalf of a community issue

Take a moment and consider your own personal skill set. Think of ways you could best utilize your own strengths to benefit the surrounding community. Once you have declared your major, consider ways of using the service requirement to gain experience in the field by volunteering for groups involved in your area of study. Or, take it as a chance to become involved in an organization or cause you might not have otherwise considered.

### Service Requirement Waiver

Students who are unable to complete the scholarship service requirement during a term or academic year due to unforeseen circumstances can apply for a waiver. Examples may include unexpected personal or family emergencies, or personal medical reasons. To initiate an appeal, contact Maria Bucio, Director of La Casa at [lacasa@resurrectionproject.org](mailto:lacasa@resurrectionproject.org) or (312) 880-1889.

### Logging Your Service Hours

Students, unless otherwise instructed, will have from August until June (10 months) to fulfill their 20 service hours per academic term or the equivalent of 40 service hours for each academic year of scholarship. Students will log their volunteer hours via the "La Casa Scholarship Service Hours Form." The link to the form will be emailed to students at the beginning of the fall term (in September), the beginning of the spring term (in January), and the beginning of the summer term (in May). It will also be available as a QUICK LINK on the La Casa Bulletin at [www.lacasabulletin.wordpress.com](http://www.lacasabulletin.wordpress.com).

Students are expected to submit one "La Casa Scholarship Service Hours Verification Form" per organization with which they volunteer. All hours must be submitted by the deadlines communicated to students.

### Community Volunteering Opportunities

Contact Maria Bucio, Director of La Casa Student Housing & Resource Center at [lacasa@resurrectionproject.org](mailto:lacasa@resurrectionproject.org) or (312) 880-1889 for assistance and questions regarding the La Casa Scholarship Service Commitment.