

# Service-Learning, Service, Outreach, and Community Engagement

## Questions & Answers

### **Who is required to engage in service at Neumann?**

Service is a requirement for student organizations, athletic clubs and teams, and Honor Societies. Several faculty members currently integrate Service-Learning into courses. Beginning in academic year 2014-2015, Service-Learning is integrated into upper level theology courses and at least one course in every major undergraduate program. In addition, some graduate programs require students to engage in service. For example, the Doctoral Program in Physical Therapy requires students to engage in 40 hours of service, at least 25 hours with Neumann University partners.

### **Are fundraising events and collections (e.g. clothing, canned goods, toys) an acceptable form of service?**

Ordinarily, service should involve personal engagement, rather than fundraising or collection of goods. Neumann University does support a limited number of fundraisers and collections which serve the campus community, the surrounding community, and/or certain community partners. Examples of annual collections and fundraising events include (but are not limited to): Teddy Bear Breakfast sponsored by the Student Government Association with Teddy Bears collected by the NU community and donated to Heart of Camden; Breakfast with Santa sponsored by the Knights for Education with participants donating a new toy for the benefit of Heart of Camden; AIDS Walk Delaware in collaboration with the Ministry of Caring in Wilmington, DE; Janet Massey Breast Cancer Walk sponsored by the Enactus student organization for the benefit of the Janet Massey Scholarship fund; Color Cancer Walk sponsored by Student Government for the benefit of the NU Cancer scholarship; Bottles for Babies sponsored by Knights for Life for St. Mary's Franciscan Shelter; and Baskets of Hope sponsored by Campus Ministry for the young cancer patients at Children's Hospital of Philadelphia. All fundraising and collections require appropriate approval.

### **May clubs, teams, and Honor Societies raise funds for their own activities?**

With proper approval, clubs, teams, and Honor Societies may raise funds to support their own activities.

### **What is the procedure for obtaining approval for a fundraising activity?**

Fundraising of any kind (whether in support of Neumann University scholarship funds, clubs, teams, or Honor Societies or for the benefit of a community partner) requires prior approval from the Vice President of Institutional Advancement. The Fundraising Form is available on the Mission and Ministry website (<http://www.neumann.edu/mission/outreach>). Because the form must be reviewed and approved by the Dean, Department Head, or Advisor and the unit Vice President before it is sent to the Vice President for Institutional Advancement, the application process must begin **at least four weeks** in advance of the date of the fundraising event. To avoid multiple fundraising events occurring at the same time, the form will also be reviewed by the appropriate club, team, Honor Society, and academic contact persons who share access to a common calendar. Please note that fundraising is typically not approved as a form of service and will only be approved only for very compelling reasons.

**Is approval needed for collection of goods?**

Yes, approval is needed for collections of any type. The revised Neumann University Events Form (<http://www.neumann.edu/mission/outreach>) includes a question related to both fundraising and collections. No collection can be advertised or conducted without proper written approval from the Director of Service-Learning and Community Engagement. The Director will consult the common calendar to ensure that multiple collections do not occur at the same time. Please note that collections are not the most desirable form of service and will be approved only for very compelling reasons.

**What is a community partnership and why does Neumann University encourage engagement with designated community partners?**

There is significant research that supports the formation and sustained maintenance of strong university-community partnerships. A key to the success of such partnerships is reciprocity; the partnership should serve the needs of both the community and the university. Over the years Neumann has developed several strong community partnerships with ministries founded by the Sisters of St. Francis of Philadelphia, with ministries connected with NU alumni and friends, and with ministries in the tristate area whose mission is compatible or complementary to Neumann's mission. Some of these partners depend upon the services provided by the Neumann students; therefore, it is important that we sustain the reciprocal relationship over the years. The Director of Service-Learning and Community Engagement will be happy to share information about a community partner most compatible with the goals of the team, club, Honor Society, or class.

**Should the club, team, Honor Society, or faculty member in a Service-Learning course contact the community partner directly to discuss service?**

Many of our community partners do not have a Volunteer Coordinator; therefore, it is important to have the project approved by The Director of Service-Learning and Community Engagement who will give direction about the proper procedure for contacting community partners.

**May clubs, teams, Honor Societies, or classes choose a community partner who is not already connected with Neumann University?**

Although everyone is encouraged to explore Neumann's community partners first, at times alternate partners may be approved provided the mission of the partner is compatible with Neumann's mission. The Director of Service-Learning and Community Engagement must approve all alternative partners.

**What is the procedure for developing a service project?**

Faculty developing any form of Service related to an academic course should review the policies and procedures found on the Service-Learning website (<http://www.neumann.edu/academics/service-learning>). Appropriate forms for developing a service component or Service-Learning are available on this site. Questions should be sent to The Director of Service-Learning and Community Engagement. Organizations, teams, and Honor Societies should complete the Neumann University Events Form that is available on the Mission and Ministry website. (<http://www.neumann.edu/mission/outreach>)

**If a class, team, club, or Honor Society desires to engage in a large group project, how can they obtain information about possible projects?**

The Director of Service-Learning and Community Engagement will assist with this process.

**When should service and fundraising forms be submitted?**

The process of developing a worthwhile project that is mutually beneficial to both Neumann and the community partner requires time. A great idea may be impossible to implement because of the needs or schedule of the community partner. A worthwhile fundraising event or collection may not be approved because of conflict with other events. Therefore, service projects should be planned and proper forms submitted at least four weeks in advance of the event.

**Why is reflection on service important and where can I find resources for reflection?**

It is essential that students engage in reflection after every service activity. The NU Service-Learning website explains the importance of reflection and offers excellent resources to guide reflection. Access the website at <http://www.neumann.edu/academics/servicelearning/handbook.asp>

**Who is the designated contact people for Service, Outreach, and Collections?**

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