

ST. LAWRENCE UNIVERSITY 

CENTER FOR CIVIC ENGAGEMENT AND LEADERSHIP

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*Community Based Learning ♦ Leadership Development ♦ Volunteerism*

# Community Mentor Handbook

Version 2.0  
Revised August 2008

CENTER FOR CIVIC ENGAGEMENT AND LEADERSHIP  
COMMUNITY MENTOR PROGRAM

# Community Mentor Handbook

**Version 2.0**  
**Revised August 2008**

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# Introduction

## ***Welcome Letter***

Dear Community Mentor:

Welcome to the Center for Civic Engagement and Leadership. Thank you for your interest in promoting and cultivating civically engaged students. I commend your decision to step up to the plate and take ownership of not only your learning but the learning of your fellow classmates. Under this new endeavor, you will learn and develop strong leadership skills, as well as the ability to become a more effective communicator.

Over the course of the semester, you will have two major responsibilities. As a staff member for the CCEL, you will act as a liaison between the center, the agency and the course to which you are assigned. You will monitor the progress of the students placed under your supervision. As a mentor, you will provide on-going support to your fellow classmates as they embark on their journey of Community Based Learning. Your primary responsibility as a mentor is to facilitate the entire placement process with my assistance as the placement coordinator. Among other duties, you will be responsible for holding office hours throughout the semester and conducting regular follow-ups to track student progress and address any questions or concerns should they arise.

As mentioned before, we believe that your participation in the Community Mentor program will enhance and strengthen your current skills. Through guided meetings, practical workshops and networking opportunities you will be afforded a well-rounded experience. Remember one thing...as the old saying goes “you only get out of it, what you put in”. One thing brings us together and in many instances keeps us together; and that’s that we all believe in making the world a better place for future generations.

In closing, I encourage you to be agents of your own learning and founders of your own intellectual being. You can make a difference!

Sincerely,



Brenda L. Papineau  
Assistant Director  
Community Based Learning Programs

# The Center for Civic Engagement and Leadership

## What is the Center?

The Center for Civic Engagement and Leadership (CCEL) supports the David Garner Center for Collegiate Volunteerism and the Community-Based Learning Program. Together they offer workshops, guest speakers, credit-bearing programs, counseling, volunteer coordination and other resources to help students develop leadership skills and service experiences. The Center is located in Whitman Hall, Room 166. Whitman Hall also houses the community-based learning FYP, Brown College. The Leadership Suites are housed in Hulett Hall. The Center represents different forms of *Experimental Learning*.



## *Mission Statement*

The mission of the **Center for Civic Engagement and Leadership** is to increase and enhance opportunities for students to be agents of positive social change both on and off campus. The Center combines academic and co-curricular activities within a living-learning community where students work together with community partners to develop and direct community projects that address locally identified needs. The emphasis of the programming is to develop citizenship and leadership skills through: community based learning including course work, independent studies, participatory action research and dialogue training; volunteerism, where students, faculty and staff support and enhance community initiatives that address community needs; and, leadership training, practice, and reflection.

## ***Common Terms and Definitions***

As a Community Mentor it is important that you understand what the CCEL is about. Please learn the meanings of the following frequently used words:

**Civic Engagement:** Active involvement that forges a positive relationship between the individual and community as a result of mutual understanding and communication.

**Community-Based Learning (CBL):** Engagement in the community as an integrated part of an academic course. The course is shaped by active reflection on the part of the student.

**Service-learning:** Synonymous with community-based learning; service-learning is a teaching and learning strategy that integrates meaningful community service with instruction and reflection to enrich the learning experience, teach civic responsibility, and strengthen communities.

**Community Placement:** Agency or organization within a community with which a student performs community-based learning, such as Canton Day Care Center/United Helpers Nursing Home

**Compassion:** Identification and empathy with someone's existing problems coupled with the desire to influence and make a difference.

**Contract:** An important document to be signed by the student and the community partner before the student begins the service hours. To be distributed to and collected from the students by the CM; hours will not be used for credit until the contract has been signed and returned.

**Difference:** To effect change in a tangible manner.

**Empathy:** Not only an understanding and appreciation for, but an identification with another's feelings.

**Journal:** A document produced by the student to encourage self reflection relative to a community placement and to facilitate the incorporation of community-based reflection into a student's every day life.

**Community Mentor (CM):** Intended to allow for reflection on students' work within community agency under individual CM's supervision; also serves as a tool in which problems and successes can be identified and dealt with. The comments and experiences in journals are taken seriously as they help build on this pilot program and the application for more grants.

**Student:** Learning tool incorporating dialogue between the student and the professor of a CBL course. Meant to be an interactive dialogue that fosters honest reflection in order to strengthen the experiences and maximize the learning of all parties involved.

**Leadership:** "...a relational process of people together attempting to accomplish change or make a difference to benefit the common good." (Komives, et al, 2002, p. 31)

**Reciprocity:** A mutual exchange of ideas, services, or experiences.

**Reflection:** An active process of placing your experiences in the community in context as a student and as a member of a democratic society.

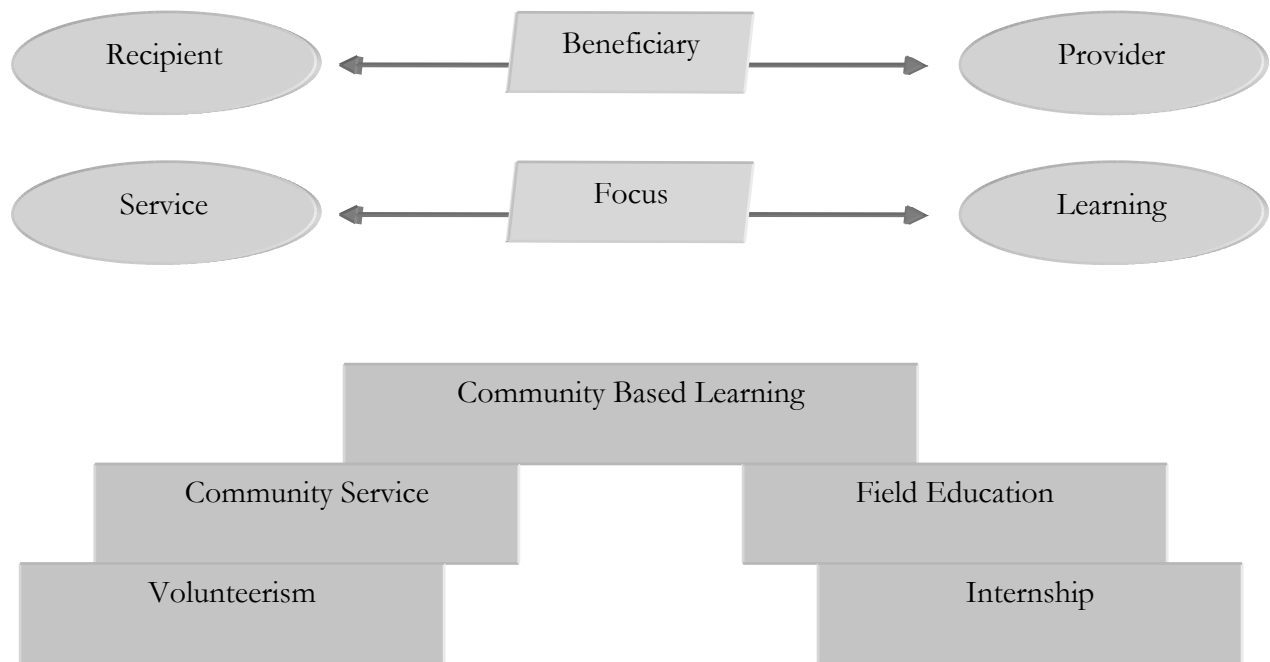
**Service:** Acts of duty willingly performed to benefit others.

**Sympathy:** An understanding and appreciation for another's feelings.

**Volunteering:** Hands-on community service work performed by people who receive no remuneration for their work.

### ***What's the Difference: Community Based Learning, Volunteering, and Internship?***

#### **Distinctions among Approaches to Experiential Learning (Furco, 1996)**



## ***Center Staff: Who do I ask...?***

### ***Community Based Learning Programs:***

**Dr. Ron Flores**

**CBL Program Director, Co-Director of CCEL**

Email: [rflores@stlawu.edu](mailto:rflores@stlawu.edu)

Phone: 315-229-5228

As the Director, Ron maintains the academic aspects of the program. Students should approach him regarding availability of certain courses utilizing CBL. Community Mentors should approach Ron on how to integrate their CBL work into an independent study or other academic credit opportunities.

### **Current and Past CBL Courses:**

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Advanced Neuroscience

Akwesasne, a Transnational Space

Children's Theatre in the Schools

Civic Engagement; Service and Community: An Introduction to Community Based Learning

Coaching Theory

Cognitive Neuropsychology

Community Psychology

Doing Democracy: Theories and Practice of Engaged Citizenship and Intergroup Dialogue

Environmental Values and Policy, East and West (Cross Listed)

Ethical Theory

Families and Inequality

Families, Children, Poverty

Families, Communities and Globalization

Family and Relationship Violence

First Year Seminar: Food for Thought; Native American Children and Youth; Capoeira-Risistance in Movement, Rhythm, Ritual and Song; Utopia in the Modern World

Gender and Society

Independent Study: Medical Sociology

Independent Projects in Community Based Learning

Intro to Clinical Psychology

Kinship and Social Organization

Leadership Development Studies

Local History, Public History

Medical Sociology

Mystery and Meaning

Once and Future Forests

Public Sector Economics

Senior Seminar "1856" (Cross Listed)

Social Service Agencies and Advocacy

Akwesasne Semester: Native American History, Native American Oral Traditions; Learning and Serving Across Cultures; The Ethnography of Schooling: Specific Focus on Native People;

Intercultural Community Based Learning: Privilege, Reciprocity, and Social Justice

**Brenda Papineau**

**Assistant Director, CBL**

Email: [bpapineau@stlawu.edu](mailto:bpapineau@stlawu.edu)

Phone: 315-229-5255

As Assistant Director, Brenda maintains the entire placement process. She also supervises the Community Mentor program. In addition, she is responsible for many of the logistics of the Akwesasne Semester. Students should approach Brenda, if they are having trouble contacting their community mentor because of placement related issues or if they are interested in more information about the Akwesasne Semester or any other community-university partnership.

***David Garner Center for Collegiate Volunteerism:***

**Stacey Sommerfield**

**Volunteer Program Director, Co-Director of CCEL**

Email: [ssommerfield@stlawu.edu](mailto:ssommerfield@stlawu.edu)

Phone: 315-229-5135

As the program director, Stacey maintains a variety of volunteer opportunities on both a local and national level. Both students and CM's should approach Stacey regarding:

- Volunteer Opportunities, locally and nationally
- Spring Break Alternatives
- Connecting with Service Agencies, both locally and nationally
- Literacy Volunteers
- SLU Act
- Habitat for Humanity Projects
- Circle K
- Rotaract
- SLU Buddies Program, at both Canton Central and St. Lawrence Central
- Senior Buddies Program at United Helpers Canton Nursing Home

***Center for Civic Engagement and Leadership:***

**Julie Johnson**

**Center Manager/Project Coordinator, CCEL**

Email: [jjohnson@stlawu.edu](mailto:jjohnson@stlawu.edu)

Phone: 315-229-5095

As Center Manager/Project Coordinator for the Civic Engagement and Leadership, Julie manages the day-to-day operation of the center as well as oversees assigned community projects. As a student and/or CM, you can approach Julie regarding:

- Payroll
- Mileage Reimbursement
- Project Proposals and Funding
- Center Grant Questions
- Website Maintenance
- Newsletter and Advertisements
- SLU Buddies Central (if CM is not available)
- Database (CBL and Volunteer students)
- Supplies/Copying
- Documents (Contracts, Applications etc.)
- ANGEL site and Listserv maintenance
- Video/multimedia Equipment Use
- CCEL Van Reservations/Vehicle Requests

## ***Campus – Community Partnerships***

**Akwesasne Semester:** A partnership between SLU, SUNY Potsdam and the Akwesasne Boys and Girls Club that was piloted during the Fall 2006 semester. Ten students will participate in a unique and engaging semester. Students participating in this off-campus program will take 4.0/4.5 *units* of course work. In conjunction with their course work, students will be placed at various tribal agencies as part of their community based learning component. Students will spend a total of four hours per week doing some type of service work for their respective agency. In addition to the agency work they will be involved; students will also spend two hours daily mentoring the youth at the Akwesasne Boys and Girls Club.

**Canton Culture Club:** Through a partnership with the Canton Central school district, student from the elementary and middle schools are given the opportunity to be exposed to a wide variety of cultures. Through exploratory exercises, students learn the dynamics of particular cultures ranging from food, dress, song and dance, language and other customary traditions. This is an after school program and transportation is provided. Students and volunteers interested in participating in this programs, should contact the Center for Civic Engagement and Leadership at 5255(Brenda) or 5095(Julie).

**Farming Opportunities:** at the present time, our center has established opportunities for student volunteers to assist two local organic farming communities. Birdsfoot farm and Bittersweet farm offer students a variety of alternative farming methods. Those wishing to learn more about “intentional communities” should consider Birdsfoot Farm. Those wishing to work with livestock and participate in the processing of chickens should Bittersweet Farm. Students and volunteers interested in participating in this programs, should contact the Center for Civic Engagement and Leadership at 5255(Brenda) or 5095(Julie).

**Free Will Dinner Program:** on the 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> Wednesday of each month, the Canton United Methodist Church hosts a free dinner for Canton and surrounding communities. Everyone is invited to attend. Donations are accepted. Volunteers are often needed to help with preparing for the dinners on Tuesdays and helping to serve the dinners on Wednesdays. Students and volunteers interested in participating in this programs, should contact the Center for Civic Engagement and Leadership at 5255(Brenda) or 5095(Julie).

**Senior Buddies Program:** this program is fairly new and is a partnership between the center and the Canton United Helpers Canton Nursing Home. Much like the SLU buddies program. Students and volunteers are given the opportunity to pair up with an elderly from the local nursing home. In this buddy program, student and volunteers can plan activities for their buddy on and off site. In planning such activities, always get the final approval from the Activities Director before finalizing details. Students and Volunteers can pick their best available times, keeping in mind, the schedule of their buddy and the agency visiting hours. Students and volunteers interested in participating in this programs, should contact the Center for Civic Engagement and Leadership at 5255(Brenda) or 5095(Julie).

**SLU Buddies:** is a school-based mentoring program with Canton Central School and St. Lawrence Central School whereby SLU mentors are matched with Canton or St. Lawrence Central elementary and middle school-aged children based on interests, needs and desires. Mentors help with homework, play in structured activities, talk about everyday happenings, listen to concerns, and serve as role models, friends... buddies! Buddies meet one day a week for a minimum of 1 hour at the schools, for a required 2-semester commitment. The day/time of meeting will be pre-arranged and parents/teachers will be notified. A SLU van is available to take volunteers to the school site during their after school hours. Volunteers who want a more flexible schedule will need to arrange for their own transportation. Students and volunteers interested in participating in this programs, should contact the Center for Civic Engagement and Leadership at 5135(Stacey Sommerfield) or 5095(Julie Johnson).

### ***Other Opportunities for Civic Engagement and Leadership***

The following website provides a detailed list of student driven organizations on campus. Each organization gives a brief description of their mission and lists a contact person. For your benefit, we encourage you to scroll through the list and take advantage of the many opportunities to become a civically engaged student on campus.

<http://www.stlawu.edu/activities/student.directory.htm>

For opportunities within the local communities, we will divide agencies/organizations into categories:

#### **Education and Youth Programs:**

- Banford Elementary School: Tutoring
- St. Mary's School

#### **Elderly Programs:**

- United Helpers Canton Nursing Home
- Partridge Run Community
- St. Thomas More Newman Center-Adopt A Neighbor Program

#### **Families in Distress and Crisis Support Programs:**

- CAVA
- REACHOUT Crisis Hotline
- Renewal House for Victims of Domestic Violence

#### **Hunger and Poverty Programs:**

- Free Will Dinner Program
- Church and Communities Program

#### **Special Needs Programs:**

- NYSARC-Community Arts Program and buddy system
- NYSARC Fitness Program
- Potsdam Swimming Program

#### **Other Opportunities Include:**

- American Red Cross

- Birdsfoot Organic Farm
- Bittersweet Organic Farm
- Canton-Potsdam Hospital
- St. Lawrence County Historical Association
- Traditional Arts in Upstate New York (TAUNY)
- Planned Parenthood of Northern New York

## The Community Mentor Program

### *Job Description*

The student community mentor's primary responsibility is to work with local agencies and organizations to develop, implement and coordinate community-University partnerships designed to address unmet needs as defined by the community. As part of their partnership building, the mentors will train and supervise fellow students placed in community civic engagement activities.

### *Expectations*

All Community Mentors will be expected to:

- Assist the Center for Civic Engagement and Leadership (CCEL) staff with orientation of new students to the CCEL Programs and to their appropriate agencies at the beginning of the semester.
- Organize and distribute community agency and partnership informational packets for new students through classroom presentations or discussion meetings.
- Act as an intermediary between the CCEL and our Community Agencies
- Monitor student's placement hours at placement agency and consult with respective supervisors and coordinators for each program.
- Attend staff meetings.
- Oversee students' activities at their community agencies and hold roundtable discussions once a month to monitor the progress of students' learning and understanding
- Meet once a month with the community agency supervisors to discuss issues regarding student placements and report any changes that need to be made to the CCEL.
- Be actively involved with at least one community agency during employment. The nature of that service will be determined by other CM responsibilities associated with the agency.
- Remember that you are a representative of the CCEL and work to uphold the standards and reflect the vision of the CCEL.
- If applicable, attend CBL course at the beginning, middle and end of the semester.
- Hold weekly office hours – be available to students, agencies and the CCEL.
- Attend monthly activities and workshops organized by CCEL staff.

## ***Office Hours***

### **Why should a CM hold office hours?**

To facilitate the community placement process by:

- Giving students opportunities to discuss placement problems with CM
- Scheduling time for CM's to work on their communication and documenting responsibilities

### **When should office hours be held?**

- Once a week
- 1 hour & by appointment as needed

## ***Communication***

As a community mentor your main responsibility is to facilitate communication between your students, professors, the selected agency and the CCEL. Listed below are the minimum numbers of interactions you should have with each party, but more conversations are likely to happen as problems occur:

### **1. Contact with students: Minimum of 2x per month**

Please use the “student contact sheet” when meeting with students. This will ensure proper documentation. This sheet will also make it easier to generate a student status report. Student status reports are used to check for any issues and report student’s progress to each respective professor.

### **2. Meeting with agency: Meet 1x per month, or as needed; call every 2 weeks**

Paramount to maintaining a working relationship with respective agencies, CM's should establish a monthly meeting with the agency supervisor to address any logistical issues or concerns. This maintains open communication between the parties, and reaffirms our commitment to quality service. CM's should also utilize Community Partner Contact Sheet for proper documentation.

### **3. Group meetings with students: 2x per semester**

This was established to bring the group assigned to a particular agency together to discuss their experiences across the semester. Not all student assigned to the agency will come from the same class. This meeting should serve as a debriefing and reflection period where students can express their concerns and address problems in conjunction with their peers. The first meeting, early in the semester, should be information where you provide all the necessary placement information. The second meeting should be late in the semester to receive feedback on the placement and provide closure to the experience.

### **4. Meeting with professors: 1x every two weeks, or as needed**

This was established to keep the lines of communication open. Professors need the full support of our staff when implementing community based learning components into

their respective courses. It is imperative that CM's handle all logistical issues, so that the professor can utilize his or her time on teaching the course.

#### **5. Meeting with Brenda or Assigned Staff: 1x every two weeks, or as needed**

Since Brenda oversees the CM program, it is imperative that she is aware of any and all logistical issues. She also needs to be kept updated on student progress and delinquency.

#### **6. CCEL staff meetings: 1x every two weeks**

This is mandatory and necessary for staff to keep updated on the programs and projects being facilitated by our center.

### ***Community Mentor Binder***

It is essential for the success of the CCEL that the work that is done by students in the community is effectively documented. For this reason it is important that you keep records of all your CM work, as well as be sure the work of your students is correctly recorded. The Community Mentor Binder will be used for documentation and reference purposes. Student documentation and records will be kept within your binder as well as this handbook and required forms for you to copy if needed. The following items are in this handbook for your use and will be included in the CM Binder.

1. Student Contact Sheet
2. Student Time Log
3. Student List
4. Driver Certification
5. Student Status Report: Due every 3<sup>rd</sup> week.

### ***Medical Forms***

Depending on which agency a student may need to provide verification of an updated health record. To obtain such verification, a student will need to call the health center and make an appointment to secure such documentation. The number for the health center is x5392.

In many cases, agencies require that students get an updated TB shot. Check with the agency to see if they offer the shot for free. If they do, you can get the shot done by the agency and read at the SLU health center. If not, the SLU health center charges \$5.00 for the shot. Please be advised that once the shot is administered, it must be read within three days (72 hours). Failure to have the shot read within the allotted time frame may result in the student not serving the agency.

## ***ANGEL Account***

In order to stay better connected, the CCEL has created an ANGEL website where all online correspondence between CM's and the CCEL staff will take place. All journals and other documents that are to be turned in to Brenda will be placed in drop boxes on ANGEL. In addition there will be a discussion board that you will be expected to participate in about your CM experiences. This site and its functions will run similar to other ANGEL sites assigned by various courses. The name of the group is called; CCEL: Community Mentors. Training can be arranged if needed to understand the functions of this site.

## ***Journal***

In an effort to increase and maintain open communication between the member of the Center for Civic Engagement and Leadership, we have created an Angel site. One of the major reasons aside from increasing communication, is the capacity for many of the site's functions; most notably a formal process for submitting journal entries.

Journal Submissions will be due the 2<sup>nd</sup> and 4<sup>th</sup> Friday of each month. Specific due dates will be posted to ANGEL at the beginning of each semester. A "directed entry question" will be posted to the angel site; it will be your responsibility to make sure that each question is answered before submitting your journal (note: there may end up being one to three questions posted before a submission due date). ***When journals are not being collected, you should be recording your daily activity as a community mentor.*** Your daily activities might include any meetings you held or attended for the purpose of your work as a CM, programming and projects that you are currently involved in, the placement process, any and all obstacles encountered, etc. Please be honest about your approach to this learning tool.

### **Additional Information on Journals:**

Successful community based learning requires reflection, namely making connections between your work as a CM and what you experience while working in the community. One of the most useful tools for seeing those connections is the journal. Like any other journal, the electronic interactive journal includes a running record of your daily activities at your placement. They should also include personal responses both visceral and intellectual (informed by class discussion, readings and keeping up with the issues in the local newspaper) and critical observations/questions about what is going on around you.

This is an interactive electronic journal because you will electronically submit your entries to the angel site. You will submit your journal via email, attaching the Word file that contains your journal. Please name the journal file by using your first name (i.e. "Jane's Journal"). As the semester progresses, each time you send your journal, it should contain all of the previous entries with any comments that have been added as part of our ongoing dialogue. To make this work, each time you receive your journal back from the group leaders, you should immediately replace the previous version with this new version on your hard drive or disk so that you always have an up-to-date journal on file. Then when you are ready to submit another entry, the file will be ready

to go. Do not send separate files for each journal entry; the goal is to have a single document that represents an ongoing conversation. You are responsible for keeping an up-to-date and complete journal. When you submit your journals to your instructor, make sure they are well organized and well written.

Stacey, Brenda, Julie and Ron will comment on your journals and may pose some questions and issues of our own in a return e-mail. Our comments will be written in a different color so you can find them easily. Please read the comments and questions carefully each time you receive your journal back because they are meant to help you process your experiences more effectively and to improve the quality of your journal as well as to respond to any specific concerns and questions you have. If we pose direct questions to you in response to your entry, we will expect a response to those questions with your next journal submission. For that response, choose a different color or type style, so that we are able to see your replies more easily.

### ***What do I want to do as a Community Mentor?***

Now that you've decided you want to be a Community Mentor, you have the opportunity to *choose* what you want to spend your time doing. Because work as a CM is very independent, it is essential for you to be excited about whichever project you decide to work with. It is also very helpful to have previous experience and/or knowledge in the subject of your CM project.

In addition to personal interest, the capabilities for a project to engage students and create change in the community must be considered.

### **To help you begin thinking about this, ask yourself these questions about the different project possibilities:**

1. Why are you interested in this project?
2. Will you get tired of it after a few weeks?
3. Will students be excited about this project? Will it be fun?
4. Does the project offer opportunities for student leadership development, real learning, sharing, and friendship?
5. Will the service be challenging, engaging, meaningful, valuable and necessary?
6. Will this project be sustainable?
7. Is there enough work for students that will be involved?
8. Will transportation issues make this project impossible?
9. Do you have a clear and reliable contact person that can help you do this project?
10. How will this project work into an existing class?
11. What professors have I identified that might want to incorporate CBL into their courses?

In addition to asking yourself these questions, it is highly recommended that you do some extra reading in the area of your proposed project. With more information you will be better prepared to answer questions of both the professors and your students.

## ***Project Proposal Guidelines***

For any student project that is funded through the CCEL, a Community Service Project Proposal Form will need to be completed in order for the project to be supported in the most effective way. This form is located online at <http://www.stlawu.edu/ccel/forms.html>.

## ***Employment Forms and Tracking Community Mentor Hours***

Community Mentors are hired as student workers. The CCEL office will hire you by submitting a Student Personnel Action Form to Financial Aid. It will be each Community Mentor's responsibility to contact the Financial Aid office in Payson Hall to confirm that all the necessary payroll forms are completed and signed. If the payroll forms are not completed, the CM will not be paid until completed. If a CM does not receive a paycheck after hours are submitted to the CCEL office, please contact Financial Aid first. If all forms are completed, please contact Julie Johnson at the CCEL office by calling x5095 or emailing [jjohnson@stlawu.edu](mailto:jjohnson@stlawu.edu).

### **Campus Policy on Student Hours:**

If a CM holds another student job on campus, it is up to that CM to monitor their hours not to exceed 20 hours/week (when classes are in session) and 40 hours/week (during academic breaks). It is not the responsibility of the CCEL staff to keep track of this; however if a warning letter is received by the CM from the Financial Aid office, the CCEL staff will also receive a copy. If the CM continues to exceed the maximum hours set by Financial Aid, they may be released from their position as a CM. Please make sure you receive a copy of the Student Employment Handbook; which can be obtained at the Financial Aid Office.

### **Payroll Guidelines:**

Payroll will be processed by Julie Johnson every 2 weeks on the Friday 1 week prior to a payday (NOTE: holidays or staff coverage may change the processing date of payroll. CCEL staff will notify CM's via email of updated deadlines for submitting payroll hours.) Students are paid bi-weekly on designated Friday's.

### **CM Online Payroll Submission Form:**

All CM's will be required to submit a CM Online Payroll Submission Form. This form will let Julie know if there are hours to be paid or if zero hours were worked. The form also document volunteer hours that are required by each CM each week. It is the CM's responsibility to complete this form on each payroll submission deadline date. These dates along with payroll period dates and check dates are posted on the top of the online form. The form is located at <http://www.stlawu.edu/ccel/cmpayrollsubmission.html>

# Transportation

## Center Policy on Transportation

Transportation for activities/events sponsored by the CCEL will be covered in full as long as funding is available.

Transportation for Community Based Learning (CBL) Placements assigned to academic course work located outside of the Village of Canton will be reviewed for possible mileage reimbursement. All mileage reimbursement is subject to the availability of funds. Once available funds are depleted, mileage reimbursement will not be offered.

All students with a service related placement outside of the Village of Canton should contact Julie Johnson (x5095 or [ccel@stlawu.edu](mailto:ccel@stlawu.edu)) to discuss transportation options prior to beginning the placement. Transportation for service related placements within the Village of Canton are up to the student to arrange and will not be subject to any mileage reimbursement.

### ***Mileage Reimbursement Procedures*** *(for using personal vehicles)*

1) Complete the student mileage log(s) based on the odometer readings for each trip before you leave and after you return from your placement.

***All Forms can be downloaded from:*** <http://www.stlawu.edu/cbl/studentmileage.htm>.

2) Submit the completed student mileage log(s) via email to Julie Johnson ([ccel@stlawu.edu](mailto:ccel@stlawu.edu)) **twice per semester. Submission Dates:** Fall Semester: October 15 & December 15; Spring Semester: March 15 & May 15)

**Note: The submission dates listed are highly recommended to help with the processing of the request. The maximum number of submissions is 2 per semester with the dates listed above as guides. An additional option includes, waiting to submit your full semester mileage at the end of the semester, but please keep in mind that the reimbursement is contingent on available funds. Once the funds are depleted, you are not guaranteed a reimbursement.**

3) Send a photocopy of your placement time log(s), signed by your agency supervisor(s) via campus mail to Community Based Learning Programs, Whitman Hall, Room 166 ; ATTN: Julie Johnson.

**Note: If your placement does not require signing in on a placement time log at the agency, please copy your professor on the mileage log email. Your professor will need to confirm the dates you listed on your mileage log before the request will be processed. If your mileage is related to a Community Mentor agency responsibility, no log or confirmation is needed from the agency or professor; however the office should be aware of upcoming events/meetings to project mileage reimbursement needs.**

**Please be advised:**

- A reimbursement will not be processed without either 1) a copy of your placement time log, signed by your agency supervisor OR 2) an email from your professor confirming your visits, if your placement does not require a time log signed
- The starting point for mileage is always Canton, even if you live out of town unless your home address is closer to the placement than Canton
- Mileage associated with placements within the village of Canton will not be reimbursed
- Mileage funds are only available until the funds are depleted. Please submit your reimbursement by the deadlines listed above to guarantee the funds are available

**Standard Mileage Amounts:**

**Massena: Rose Hill**

Round Trip: 60 miles

**Ogdensburg: Pathways Life Counseling**

Round Trip: 48 miles

**Ogdensburg: St. Lawrence Psychiatric Center**

Round Trip: 42 miles

**Ogdensburg: Step by Step, Inc.**

Round Trip: 40 miles

*For other locations, please contact Julie Johnson at [jjohnson@stlawu.edu](mailto:jjohnson@stlawu.edu)*

## **Certification to Drive a University Vehicle**

All students, faculty, and staff need to be certified to drive a University vehicle. In order to become certified an individual must complete an Application for Authorization to Use a St. Lawrence University Vehicle and have it signed for approval by either Julie Johnson or Brenda Papineau. The approved application is taken with the individual along with 2 copies of your driver's license to your scheduled Driver Certification Class. To sign up for a Driver Certification class offered through Security and Safety, please contact Security and Safety at x5555. Application Forms can be found on the Security and Safety website at:

[http://www.stlawu.edu/security/documents/slu\\_vehicle\\_app.pdf](http://www.stlawu.edu/security/documents/slu_vehicle_app.pdf)

## **Center for Civic Engagement and Leadership Van Reservation**

The Center for Civic Engagement and Leadership van can be reserved, if available, for student use for groups of 3 or more. It is up to the Community Mentor assigned to your project/placement to submit a Vehicle Request/Approval Form to Julie Johnson for use of the CCEL van at least 2 weeks in advance of the date needed; however if possible; vehicle requests should be made prior to each semester. Please be advised that the priority is given to course related placements and will only be available if not being used for this purpose. Please contact your Community Mentor if interested in reserving the CCEL van.

*The "CCEL Vehicle Request/Approval Form" form can be downloaded from:*

[http://www.stlawu.edu/ccel/documents/ccel\\_vehicle\\_request\\_approval\\_form.pdf](http://www.stlawu.edu/ccel/documents/ccel_vehicle_request_approval_form.pdf)

Please be advised: Only students who are certified to drive a University vehicle will be allowed to use the CCEL van. The driver must also arrange a time with Julie Johnson (x5095 or [jjohnson@stlawu.edu](mailto:jjohnson@stlawu.edu)) prior to the day reserved to pick up the key and associated mileage log paperwork for the van. The key and completed mileage paperwork must be returned the same day or by a pre-arranged day/time.

When using the CCEL van, the certified driver will be required to complete a mileage log to assist with maintaining a maintenance schedule. The log is located inside the van. The certified driver will also be required to complete the starting and ending mileage on the mileage paperwork given along with the van key. If the mileage log inside the van and paperwork is not completed, the driver will be given a warning. If the mileage log inside the van and paperwork is not completed for a second time, the driver will not be allowed to use the CCEL van for the remainder of the semester.

**NOTE: The CCEL Van and other University vehicles are only reserved for groups of 3 or more. If the CCEL Van is no longer needed for a reserved date/time, it is the Certified Driver's responsibility to cancel the reservation at least 24 hours in advance by contacting Julie Johnson (x5095 or [jjohnson@stlawu.edu](mailto:jjohnson@stlawu.edu)). Reservations for individual student transportation will not be approved.**

#### **Van Use Policy:**

1. Only SLU certified drivers may drive the CCEL van.
2. Prior to using the CCEL van, the driver should verify condition of vehicle. Date of trip and odometer reading should be noted on mileage log prior to departure. The mileage log is located on the gray clip board in the front compartment of the van. The starting mileage also needs to be noted on the mileage paperwork given with the van key.
3. After usage, the driver should return the Van to Parking Lot H with no less than half a tank of gas, should make sure the vehicle is clean, and should record final odometer reading, total trip mileage, reason for trip, and name on mileage log. The ending mileage also needs to be noted on the mileage paperwork given with the van key. The mileage paperwork and key must be returned on the same day of use or a pre-arranged day/time.
4. Any problems with the van experienced during travel should be documented and brought to the attention of Julie Johnson (x5095 or [jjohnson@stlawu.edu](mailto:jjohnson@stlawu.edu)) immediately upon return to campus.

**NOTE: All University vehicle procedures that were learned through the driver certification training apply to the CCEL van. Any fines assessed by facilities to the CCEL office due to a driver's failure to follow any of these procedures will be passed onto that driver. To review such University procedures and fines, please visit:**

<http://www.stlawu.edu/facilities/driverresp.htm>

## ***University Fleet Vehicle Usage***

If funds are available, a student may request to use a University vehicle maintained by Facilities Operations. The student will need to complete a Vehicle Request/Approval Form <http://www.stlawu.edu/facilities/vehicle.htm> and submit to Julie Johnson for approval at least 2 weeks in advance of the date needed. Since vehicles are reserved on a first come, first served basis, the sooner you submit your reservation, the greater the chance that the type of vehicle you need will be available. University vehicles are usually reserved during the summer for each academic year. It is wise to submit your requests before the end of the spring semester for the next academic year. The charge for using a University vehicle is \$0.412 per mile.

**NOTE: the CCEL Van and other University vehicles are only reserved for groups of 3 or more. Reservations for individual student transportation will not be approved. It is also the student's responsibility to cancel a reservation 24 hours prior to the reserved pick up time by calling x5602. Failure to pick up or return any reserved vehicle on time may result in additional charges.**

All drivers must follow the vehicle usage guidelines identified by facilities operations. All guidelines are discussed in the certified driver training completed through Security.

### **Charges and Fines:**

Please be advised the following charges and fines may apply. It is the student's responsibility to ensure that these do not occur.

- \$25 if the trip is cancelled and facilities operations (x5602) is not notified at least 24 hours prior to the scheduled departure time
- \$25 plus mileage if the vehicle is not returned on time
- \$10 plus mileage if the vehicle does not have a full tank of gas
- \$5 plus mileage if all debris has not been removed from the vehicle
- \$5 plus mileage if you fail to fill out the miles at start or miles at end information on the Vehicle Request/Approval Form

# Appendix

## *Important Forms*

The following forms in the Appendix are available for your reference as well as ready for copying if needed. Please feel free to utilize these as references or if students need forms. Forms are also located outside of the CCEL office and available on the CCEL website at:

<http://www.stlawu.edu/ccel/forms.html>

**NOTE: For large numbers of copies, please contact Julie (x5095) to set up a request through the Campus Support Services.**