

STUDENT ADVISORY COUNCIL (SAC)

VOLUNTEER HOUR POLICY

Starting in the fall of 2019, this SAC volunteer hour policy outlined below will be in place. The earned volunteer hours are used to determine the amount of monetary support the College will provide to each student organization as described in the SAC Budget Policy [<https://www.statler.wvu.edu/student-life/sac/funding>].

I. How to Earn Volunteer Hours

Each volunteer opportunity will fall into one of three possible categories:

- Statler College Sponsored Activities
- Students Organizations Sponsored Activities
- Other Activities

Although general guidelines of where each activity falls under are outlined below, the Outreach and Recruitment office reserves the right to determine which category each volunteer opportunity falls under as circumstances may change.

A. Statler College Sponsored Activities (Hour weight = 2.0)

Each student organization that participates in College sponsored events will receive volunteer hours that are tracked by the Statler College SAC Advisors. These events will usually involve outreach/recruiting opportunities or alumni relations. This is the main way to earn volunteer hours. Some examples of Statler College Events include, but are not limited to:

- Main university visitation days (Discover WVU and Decide WVU)
- Statler college visitation days (High School Visitation Days)
- STEM Zone/Pumpkin Drop
- Engineer Fest
- Engineers Week
- Merit Badge University
- SAC Meetings
- Fall Family Weekend
- Letter Writing/Call Campaign
- School Outreach through our office
- Career Closet

Every semester, the career closet has student workers staffing it for part of the day. Once we get their schedules, we will open it for volunteering according to the following:

1. Volunteer times will be the unstaffed hours from 9 AM to 3 PM
2. ONE volunteer allowed for each hour
3. You can sign up online at this link [<https://www.statler.wvu.edu/student-life/sac/volunteer>] to volunteer
4. To be awarded SAC hours, you MUST stop by our office G103 to sign in and sign out
5. Each club can obtain a MAXIMUM of 20 career closet hours per semester
6. If you sign up online but do not show up to volunteer, you will not be allowed to sign up again for one month unless an acceptable reason is provided (Note that you can always remove your name after signing up if you will no longer be available)

B. Students Organizations Sponsored Activities (Hour weight = 1.5)

You can also earn volunteer hours for activities that are not Statler College sponsored, but are sponsored by Students Organizations, i.e., the event is organized and run by a student organization. In order to earn volunteer hours for these events, you must first get your activity approved through the Statler College SAC advisor **prior** to the event by contacting a [staff member](#). Please note that:

- Your activity must represent the College in an appropriate way
- If you are getting paid or receiving other credit for the event, you cannot earn volunteer hours
- It is the organization's responsibility to report volunteer hours to Student Advisory Council Advisor's in a timely manner by submitting a typed sign in sheet
- Once a year, your organization may get 10 hours (in addition to hours worked on the event day) for organizing and running an event with at least 100 attendees

Some examples of Students Organizations Sponsored Activities include, but are not limited to:

- STEM Day
- Mystery Lunch
- Codename SWE
- Tech in a Day

These activities are subdivided into two categories:

1. Shared Events

There are no limits on how many hours can be earned through shared events. In order for an activity to count as shared it must allow for every organization to participate (this can be done by sharing your event through the [weekly email](#)).

2. Non-Shared Events

Each organization can earn up to 50 volunteer hours per year from opportunities that are only open to their organization.

C. Other Activities (Hour weight = 1.0)

The last way to earn volunteer hours is by volunteering in events that are neither organized by the Statler college or by a student organization. There is a maximum of 75 hours per club that can be earned by volunteering in events on this category. Some examples of Other Activities include, but are not limited to:

- Events listed at iServe (such as helping to clean the Arboretum)
- Community outreach (such as helping at Bartlett House or Rosenbaum House)

Thank you for all you do for the college!