

FLORIDA STATE UNIVERSITY

A large, stylized letter 'S' graphic in a light tan color with a dark outline, positioned behind the main title text.

*Service
Scholar*

HANDBOOK

LEARN TO SERVE
Center for Civic Education and Service
SERVE TO LEARN

SERVICE SCHOLAR HANDBOOK

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LETTER FROM THE DIRECTOR

Dear Service Scholars,

Welcome to the Florida State University Service Scholar Program. For those of you entering FSU this fall you are going to love it here. Florida State is a friendly, caring campus that offers a wide range of opportunities for both academic learning and personal growth.

Although relatively new, the Service Scholar Program is one of FSU's premier programs that emphasizes leadership and service. While all of us can readily agree that your classroom pursuits are most important, college is also the perfect time to acquire the leadership skills and civic arts you will need to be a successful and responsible citizen. Through the Program you will get to know some of the finest FSU students who will help to acclimate you to life as a Seminole and make you feel at home here.

I invite you to take advantage of the opportunities that the Service Scholar Program will afford you. I encourage you to unleash your energy and enthusiasm, so we can all benefit from the unique gifts you bring to FSU and the Tallahassee community.

For those returning Service Scholars, it's great to have you back. Based on your suggestions, we have made a few improvements in the Program.

So the team is set: a new Scholar entering class; experienced and energetic returning Scholars; a sharp and committed Scholar Board; and our dedicated staff eager to serve you. It should be a great year.

Bill Moeller
Director

VISION, PURPOSE, AND SELECTION

The mission of the Florida State University Service Scholar Program is to integrate direct service with scholarship and leadership and to empower Scholars in an effort to develop life-long, active citizens. This will be accomplished by supporting the academic goals of each Scholar, educating Scholars on a variety of community issues, promoting a supportive, family-like atmosphere, and providing opportunities for group and personal reflection. Scholars and Mentors will work together to overcome obstacles and celebrate successes, to integrate service into other areas of their lives, and to help Scholars develop from volunteers into advocates for social change.

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Purpose

The Service Scholar Program is designed to recognize students entering Florida State University with an outstanding record of service and to promote service as an integral part of the liberal arts education at FSU. Scholarships are awarded to incoming freshmen who have demonstrated excellence in service to the community and who have an interest in continuing to enhance their learning through service. Service Scholar awards are valued at \$2,000 per year of undergraduate study and may be renewed for up to four years by meeting published criteria.

Scholar Selection Process

With a growing number of applicants each year, it has become more difficult to select new Service Scholars. Decisions are based on students' leadership and initiative, as well as contributions the students have made to their communities. In its simplest form, the Service Scholar selection process is comprised of three phases. During Phase I, students' applications are reviewed by judges, consisting of various staff of the Center for Civic Education and Service and faculty of Florida State University, hence resulting in the selection of a group of semi-finalists. In Phase II, a committee representing the Center, the University, and community agencies score and rank the semi-finalists. Finally, in Phase III, current Service Scholars conduct telephone interviews and recommend the finalists in ranked order.



SERVICE SCHOLAR PROGRAM HISTORY

At The Florida State University, community involvement and civic responsibility are integral elements of a liberal arts education. The Center for Civic Education and Service promotes this vision by providing service opportunities for students, staff and faculty. It is this philosophy and the Center itself, which have become the basis and birthplace of the Service Scholar Program. The Service Scholar Program awards scholarships to high school graduates who have demonstrated excellence in service to their communities and have an interest in continuing to enhance their learning through service at the college level.

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The Service Scholar Program had its start in 1997, when five students were awarded the scholarship. Each year the Service Scholar Program evolves and matures as new Scholars and fresh ideas are introduced. Scholars feel a sense of pride and ownership over their initiative and involvement on and off campus through the Service Scholar Program. Scholars have created and maintained various community outreach projects, have become leaders in Student Government and other on-campus organizations, have risen to key positions as leaders in their Residence Halls and Greek Life, and have even taken their service endeavors overseas. It is no wonder that Scholars are becoming renowned on campus as “Ambassadors of Service.”

Florida State University President Emeritus Sandy D’Alemberte recognizes the value of Service Scholars at Florida State: “Deserving students get financial relief, Florida State adds promising new leaders to its student body, the community receives much needed help, and scholarship donors have the pleasure of knowing they are building the character and reputation of FSU.” As Bill Moeller, Director of the Center for Civic Education and Service says, the Service Scholars “plant good seeds,” and sure enough, Scholars have touched many lives around the community as the spirit of service on Florida State’s campus continues to grow. Now, with a new Scholar class preparing to arrive, a growing and supportive network of Scholar Alumni, a recently established Scholar Board, and an enthusiastic group of unique, diverse and dedicated returning Scholars, one can guarantee that Florida State University and the outside world have only witnessed the beginnings of the FSU Service Scholar Program.

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BENEFITS & REQUIREMENTS

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Benefits

- Various opportunities and settings for group and personal reflection.
- Optional “dinner discussions” with members of the FSU and Tallahassee communities.
- A family-like atmosphere at a large university.
- Opportunities for leadership positions on and off campus.
- Exposure to a diverse group of individuals, dedicated to serving others.
- Exposure to various social issues.
- Introduction to new avenues of service and responsible citizenship skills.

Requirements

In order to maintain the scholarship and to successfully complete the Service Scholar Program, Service Scholars are expected to:

- Register as a full time student for Fall and Spring semesters (12 credit hours minimum per semester).
- Complete 50 hours of service during the first semester of the first year and 75 hours of service each semester thereafter.
- Maintain a cumulative GPA of at least 2.75.
- Attend all monthly Service Scholar Evenings.
- Actively participate in 2 Service Scholar group service projects a semester.
- Obtain an email account and check it frequently for messages from Center staff, members of the Scholar Board, and other Scholars.



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REQUIREMENT DETAILS

Service Requirement

Service Scholars are required to document at least 50 hours of approved service to the community in the first semester of their first year. Each semester thereafter, Scholars must document 75 hours of approved service to the community. All service hours must meet the ServScript guidelines (See Appendix A). First-year Scholars are encouraged to sample different projects throughout the year. Returning Scholars are encouraged to do at least 25 of their 75 hours with one agency or issue. The Service Scholar Advisor will review service hours at the end of each semester. If these requirements are not met, the Service Scholar will be put on probation the following semester. During their probation semester, Scholars are responsible for both completing the 75 required service hours for that semester, as well as making up those hours not previously completed. If a Scholar does not comply with the requirements of his/her probation semester, the Scholar will be referred to the Scholar Board to review his/her continued participation in the Service Scholar Program (See Continuation Guidelines for further details).

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Grade Point Average (GPA) Requirement

The Service Scholar Program's scholarship is an undergraduate scholarship and can only be given to each Scholar for four years. Scholars are required to register full time for the Fall and Spring semesters (12 credit hour minimum per semester). Scholars are expected to maintain at least a 2.75 cumulative GPA. GPA's will be reviewed by the Service Scholar Advisor at the end of each Fall and Spring semester. If, at the end of the semester, a Scholar does not meet the GPA requirement, the Scholar will be placed on probation. The following semester, the Scholar's semester GPA must be at least a 2.75, and the Scholar must maintain at least a 2.75 semester GPA each semester thereafter, while in the Program. Failure to meet these probation requirements will result in dismissal from the Program. Scholars are encouraged to discuss strategies for academic improvement with Service Scholar Mentors, the Service Scholar Advisor, and/or fellow Scholars.

Service Scholar Evening Attendance Requirement

Because of the limited number of meetings throughout the year, Service Scholars are expected to attend all monthly “Scholar Evenings” throughout each Fall and Spring semester. Scholar Evenings will consist of various speakers, workshops, and opportunities for reflection in order to enhance the Scholar’s service experience at FSU. Scholars are expected to be punctual, respectful, and to be present for the duration of the Scholar Evenings. The dates for these Evenings will be distributed at the beginning of each semester.

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Missing a Service Scholar Evening with an unexcused absence will result in probation the following semester. If a Scholar is to miss a meeting, the Scholar must notify the Service Scholar Advisor and Service Scholar Board Secretary at least 24 hours prior to the meeting. The Service Scholar Advisor and Scholar Board will determine whether an absence is excused. Unforeseen circumstances should be discussed with the Service Scholar Advisor.

Group Service Requirement

Scholars will be given various opportunities for leadership throughout their years in the Program. Together, Scholars will be able to lead (See Appendix B) or participate in group service projects. Scholars are required to attend at least two group service projects each Fall and Spring semester. As with the Scholar Evenings, Scholars are expected to be punctual, respectful, and present for the duration of the project.

Failure to meet these requirements will result in probation the following semester. Extenuating circumstances should be discussed with the Service Scholar Advisor. Dates for all group service projects will be distributed at the beginning of each semester, and Scholars are expected to plan accordingly.

Leave of Absence

The Scholar Board may grant a leave of absence from the Program only if the Scholar is in good standing. The Scholar must submit a letter to the Scholar Board explaining the Scholar’s reason for requesting a leave of absence, the duration of time requested off, and any other relevant information.

CONTINUATION GUIDELINES

It is the strong desire of the Scholar Board to help ensure successful completion of the Program by all Scholars. However, the Board acknowledges that students' priorities change and unexpected challenges occur, thus making conformity to the program difficult. Each Scholar's participation in the Program is reviewed by the Service Scholar Advisor at the end of the Fall and Spring semesters to ensure that the individual has fulfilled the requirements of the Program.

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Probation Notification

Failure to meet the Program requirements will result in a letter of probation. A Scholar can issue a written appeal to the Service Scholar Board within two weeks of Probation Notification. A meeting time must be scheduled with the Scholar Board. Based on the Board's decision, the Scholar may be exempt from probation.

Serving a Probation Semester

Each Scholar is allowed one probation semester only. During the probation semester, Scholars must maintain at least a 2.75 semester GPA, complete all required hours for that semester, make up for hours and group service projects not previously completed, attend all Service Scholar Evenings, and attend the two required group service projects for the current semester. Scholars currently on probation will be ineligible to run for a position on the Scholar Board. If the requirements of the probation semester are not met, the Scholar will receive a letter of dismissal.

Dismissal

If the Scholar Board determines that a Scholar has failed to meet the requirements of Continuation, a representative of the Center for Civic Education and Service will send a letter of dismissal. The Scholar may issue a written appeal for review to the Scholar Board within two weeks of notification or the appeal will be denied. If the Scholar is not satisfied with the decision of the Scholar Board, the Scholar has two weeks thereafter to issue a written appeal to the Review Board. The Review

Board consists of the Service Scholar Board Chairperson, Director and Assistant Director of the Center for Civic Education and Service, the Service Scholar Program Advisor, and a “Scholar-at-large.” Decisions from the Review Board shall be made within ten days of the appeal.

Repayment of Funds

Dismissal will result in a request for the repayment of funds for the latest semester in which the Scholar failed to meet the requirements. If a Scholar does not fulfill the Program requirements during their final semester at FSU, repayment of funds will be required for that semester.

SUPPORT FOR SCHOLARS

Scholars are offered an array of support systems throughout the Center for Civic Education and Service and are encouraged to seek guidance and advice in an effort to successfully complete the Service Scholar Program.

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The Center for Civic Education and Service

The Center for Civic Education and Service is at the heart of the Scholar Program and serves as the home for several student-led service organizations. The Center operates as a clearinghouse of service-related information including a directory of service organizations, a listing of service-learning courses, and contact information for students and student organizations involved in community service. As a result of its mission to provide community service opportunities for students and faculty, to link service to the academic curriculum, and to collaborate with community-based organizations on community improvement projects and programs, many groups call the Center “home.” The Center serves as the energetic forum for the discussion and exchange of service opportunities and is comprised of an array of staff members who often serve as advisors for those seeking service opportunities. The Center is located at 930 W. Park Avenue and can be contacted by calling (850) 644-3342, or emailing service@admin.fsu.edu. More information on the Center can be found on the web at www.fsu.edu/~service.

Service Scholar Program Advisor

The Program Advisor oversees the Service Scholar Program and serves as the major link between Scholars, Mentors, and Center staff. The Program Advisor attends and actively participates in Scholar Board meetings, advising the Board of administrative decisions and concerns. In addition, the Program Advisor initiates, coordinates, and monitors the Scholar Selection Process.

Service Scholar Mentors

Upon entering the Service Scholar Program, first and second-year Scholars will be appointed Mentors, who are to provide guidance, mentoring, and support for the Scholars. Mentors may provide Scholars with links to service resources in the community and university. This can be used by the Scholar as a “starting point” to find their particular interests in service. Scholars will find that as they progress, they will begin to create their own personal network of Mentors within and outside of the Center for Civic Education and Service.

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Service Scholar Evenings

Scholar Evenings consist of various speakers, workshops, and opportunities for reflection in order to enhance the Scholar’s service experience at FSU. Scholar Evenings will provide outlets for exchange of information and sharing of resources. It is also an opportunity for all Scholars to meet and maintain a bond as a group.

SERVICE SCHOLAR BOARD

The Service Scholar Board was created in the Spring of 2001 in order for Scholars to oversee, administer, and maintain the integrity of the Program. The Scholar Board makes recommendations to the Center, functions as a link between Scholars and Mentors, and gives Scholars a major voice in the Program. Members of the Board are elected each February for a one-year term.

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Chairperson

The Chairperson provides the overall leadership to the Scholar Program and serves as the liaison to the Center staff. The Chairperson is responsible for coordinating and facilitating Board meetings. The Chairperson is also responsible for organizing a yearly review of the program requirements and monitoring the standards of the Program. In addition, the Chairperson will work closely with the Scholar Program Advisor in the selection process of prospective Service Scholars. First-year Scholars are ineligible to run for this position.

Vice-Chairperson

The Vice-Chairperson will oversee the planning and coordinating of group service projects. The Vice-Chairperson will serve as the liaison to the Scholar Mentors and will meet with them at the beginning of each year to explain the Program and their roles as Mentors. In addition, the Vice-Chairperson will assist in the selection process of new Scholars and has a standing position on Phase II of the process. The Vice-Chairperson also serves as a member of the Center for Civic Education and Service's ServScript Review Committee. The Vice-Chairperson is to assume the responsibilities of the Chairperson should the Chairperson be unavailable. First-year Scholars are ineligible to run for this position.

Secretary

The Scholar Board Secretary is responsible for sending reminders of upcoming meetings, projects, and other events via email. A contact sheet will be created and distributed by the Scholar Board Secretary at the beginning of each Fall semester. The Secretary is also responsible for taking minutes and attendance

at Board meetings and Service Scholar Evenings. The Secretary will keep an updated list of donors and send thank you notes to donors, agencies, and other contributors to the program whenever necessary.

Program Chairperson

The Program Chairperson will take the lead in creating a program and securing a location for all Service Scholar Evenings. The Program Chairperson is responsible for finding speakers or presenters for the Scholar Evenings and designing and facilitating the program agenda. The Program Chairperson is responsible for keeping an on-going history of Scholar meeting topics as well as speakers.

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Historian

The Historian will chronicle and highlight Scholar news and involvement by keeping the Service Leader Database updated. The Service Leader Database keeps track of awards and offices that Scholars hold throughout campus. The Historian serves as a liaison between the Scholars and the Service Scholar Alumni Association President. The Historian will develop and maintain the Service Scholar scrapbook with pictures and information regarding the Scholars and the service they complete.

Social Chairperson

The Social Chairperson is responsible for organizing, facilitating, and maintaining the Scholar Buddy program. The Social Chairperson will promote the family-like atmosphere of the Scholars by recognizing birthdays and planning social events and other related activities.

First-Year Scholar Representative

A representative for this position will be selected at the first Scholar Evening of the Fall semester. The First-Year Scholar Representative will serve on the Board to voice the concerns and ideas of first-year Scholars.

SERVSCRIPT

Through the ServScript program at Florida State University, you can record your hours of service to the community on your official FSU transcript. Your transcript is a permanent record of your academic achievements and a direct reflection of your college career to potential employers and graduate and professional schools.

ServScript Guidelines

- In order to participate in the ServScript program, you must register your volunteer profile at the Center for Civic Education and Service or online at www.fsu.edu/~service.
- A minimum of 20 hours of service per semester must be completed to qualify for the ServScript program.
- Service activities performed must meet the program criteria as determined by the Center for Civic Education and Service. All activities are subject to review by a Peer Review Committee.
- Please contact the Center for Civic Education and Service for approval if you are unsure if your service will meet the criteria.
- Service must be completed at an agency or organization whose mission involves meeting the needs of the community.
- All forms must contain the agency, organization, or project supervisor's signature for each activity completed.
- Correction fluid should not be used. If a mistake is made, please cross out the entire line.
- Service hours from a previous semester will not be accepted.
- All forms must be mailed, faxed, or turned in to the Center for Civic Education and Service no later than the Wednesday before final exam week of the current term. The due date will be the last day to complete hours for that semester (please obtain an official ServScript form for deadline dates).

Examples of Community Need Areas

AIDS/HIV, animal care, arts/culture, children/youth, criminal justice, crisis and counseling services, disabled services, disaster/emergency services, domestic violence, education (PK-12, higher education, special education),

environment, family services, G/L/B/T, government (city, county, state, federal), health services, homelessness/hunger, legal services, library services/information systems, literacy, mental health/substance abuse, neighborhood improvement, parks and recreation, and senior services.

ServScript Activities Criteria

- **Direct Service** engages students in person-to-person contact with those in need. Examples: Cook/serve/deliver food for the homebound or homeless
 - Staff a health clinic
 - Teach English as a second language
 - Tutor, mentor, or coach youth
 - Visit with the elderly
 - Volunteer in a shelter for the homeless.
- **Indirect Service** meets a clear need but has benefits to the larger community. Examples: Plan drug, violence, or disease prevention programs
 - Volunteer for disaster services
 - Assist with an environmental project
 - Participate in urban renewal projects such as mural or house painting
 - Build low-income housing
 - Fundraise with direct interaction with a nonprofit beneficiary.
- **Research Service** involves students in collecting information for the public interest or welfare. Examples: Work in a laboratory that meets a community need
 - Conduct energy audits in public buildings
 - Test water to assist with restoration efforts
 - Conduct research to protect endangered species.
- **Advocacy Service** allows students to lend their voices, writing ability, and other talents toward an issue in the public interest. Examples: Conduct information campaigns
 - Draft legislation that helps or protects the community
 - Lobby on behalf of a community issue
 - Conduct nonpartisan voter registration drives
 - Organize a nonpartisan letter writing campaign for a social issue.

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I have read and understand the ServScript guidelines and criteria. I certify that I have completed all the hours recorded on this form. I am aware that the service activities I complete are subject to review by the Peer Review Committee, who may decide that the activities completed did not meet the ServScript guidelines and criteria.

Student's signature

Date

SCHOLAR-LED GROUP PROJECT GUIDE

So, you want to plan a Service Scholar Group Project...

You need to:

- Contact the agency you want to work with and find out what the project will involve
 - *How many people can attend?*
 - *What should we wear?*
 - *Will tools, gloves, etc. (if needed) be provided?*
 - *Will there be other volunteers there or just our group?*
 - *Will water, bathrooms, telephones be easily accessible?*
 - *Will there be a supervisor there the day of the project? Who will it be? Will they be working with us?*
- Inform Scholar Vice-Chairperson of your idea
 - *Ensure he/she has all of the above information about the project*
- Send email out to all Scholars informing them of all the details for the project
- Have at least 10 Service Scholars sign up for the project
- Turn in list to Scholar Vice-Chairperson two weeks prior to the project
- Reserve one of the Center vans for your transportation and make sure that you have a trained driver
 - *Come in, call or email the Program Assistant at the Center and ask to reserve a van. Make sure to tell him/her what it is for, your name and number, and the approximate distance or driving time from campus.*
- Maintain contact with the Scholars who will be attending your project, informing them of details such as what to bring, wear and other such preparations
- Confirm project with the agency one week prior to the project; make Vice-Chairperson aware of final plans

**The day has come for you to shine
and your project is about to become a reality...
What do you do now?**

- Take attendance
- Leave on time
- Leave directions for late arrivals with the Program Assistant or on the front door if it is after-hours (please only use masking tape, not Scotch)
- Abide by all van safety regulations
- Have fun and actively participate in your project

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**So, it is all said and done
and everyone feels all warm and tingly...
Now what?**

- Drive back safely
- Reflect on your service
- Sign ServScripts
- Send agency a thank you card

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