Sign-Up for Service-Learning by Tuesday, January 28, 2020

- From mycentral > menu > academics > service-learning (use Google Chrome or Firefox browser)
- Click the Service-Learning Hub link and log in using your Central username and password
- Click the green box to create a new application. Fill out information entirely (Please select 3 options)
- Make Photo Release decision and electronically sign if yes
- Electronically sign the Consent Form and Travel Policy
- You should receive this message: “Congratulations! Your application was successfully submitted.”
- Back on the service-learning main page, select the carpooling document link and fill out your travel information
- You are required to document the hours you spend at your service-learning site on the log provided by our office
- Please ask someone from the site to sign your log form and record the date EACH VISIT
- Turn your log in to your professor at the end of the semester.

A service-learning orientation/training is REQUIRED for all students who are doing service-learning as part of a course. Please choose one session to attend; times and location listed in the table below. If you have already attended an orientation, please email Alejandra Maldonado VISTA@central.edu If confirmed, you do not have to attend another orientation.

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<tr>
<th>Orientation Wednesday, January 29</th>
<th>Orientation Thursday, January 30</th>
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<tbody>
<tr>
<td>Geisler 2nd Floor Collaboration Room</td>
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Travel Information

Travel support is provided for sites outside of Pella.

We support responsible travel to service-learning sites. **To be eligible for travel support, we require that students carpool.** This lessens our impact on the environment and ensures that we will have sufficient funds to continue supporting student travel to service-learning sites. CBL will provide assistance to students who are looking for a carpool partner. Exceptions to this rule may be granted to students who seek support from CBL but are still unable to make reasonable carpool arrangements. **Students are, of course, welcome to drive to their sites without seeking an option for carpooling, but this will make them ineligible for travel resources.**

**To request travel support for gas when using your own vehicle you MUST:**

- **Submit proof of insurance:** Submit a copy to Liz Vande Kieft on Geisler 2nd Floor or you may take a picture of your card and email to Liz at vandekieftl@central.edu. **Be sure to capture the entire card and that it is in sharp focus.**
- If you submit a request for travel support but have not yet turned in a copy of your proof of insurance, **your request will not be considered submitted until your proof of insurance has been received.**
- **Enter your information on the Carpooling Document found on the service-learning website**
- **Submit requests for travel support:** The travel assistance form is found on the service-learning website.
- **Important:** College policy requires that requests for travel assistance must be submitted **within 60 days of the date of travel**; no requests will be honored if received after 60 days.
- Students must submit requests online by 8 a.m. Monday to receive a check the following Monday. It may be picked up in the Central Service Center, 2nd floor, Central Hall and **cashed there when picked up.**
- Do not request travel support for trips that you **plan** to take, travel support can be made only for trips taken.
- Requests will be accepted through the Friday of finals week at the end of the semester. Requests submitted later will not be considered.
- It is academic dishonesty to request travel support for a trip that was not made, thus requests may be audited at any time and will be cross-checked with signed weekly hours logs at the end of the semester.
- It is not necessary to keep track of your mileage as travel assistance is a set rate for each city. The amounts are listed on the service-learning website.

**To reserve a college vehicle:**

We understand that not all students have access to a vehicle on campus. To ensure that all students have the opportunity to serve at out-of-town sites, we provide access to college fleet vehicles. The use of college vehicles is reserved for those students who do not have a vehicle registered on campus. Exceptions to this rule may be granted for extenuating circumstances presented to the Director of Community-Based Learning. **FINDING A CARPOOL is highly recommended if you are granted a college vehicle.**

- **Register as a college driver:** Take your current driver’s license to Facilities Planning and Management to be copied. FP&M is located on the main floor in the west suite of Hoffman Hall.
- **Register between July 1 and October 1. After that you must provide a certified driving record from the Department of Transportation in the state from which your driver's license was issued:** Instructions are found on the service-learning website: For Students/Travel Information. When you receive your driving record, take it to Liz Vande Kieft in Community Based-Learning, Geisler, second floor north. Talk to Liz with any questions. Office hours 8-5 PM, Monday-Friday.
- **Reserve vehicle:** Contact Liz, 641-628-7477 or vandekieftl@central.edu. **Do not contact FP&M directly.**
- Vehicles are limited—the sooner you request, the better your chance for getting a reservation. If you plan to travel the same day and time each week, a reservation can be made for the entire semester.
- If have to cancel your reservation for any reason be it weather related, sickness or personal—you MUST contact Liz and let her know you will not need the vehicle for that particular date as well as notifying your service-learning site that you won’t be there.
- If you fail to cancel a reserved vehicle, you may be responsible for a fee assessed by FP&M.