



## **North Carolina Agricultural and Technical State University 125<sup>th</sup> Anniversary Service Projects Service Commitment Guidelines and Submission Process**

Below are the following guidelines when reporting a service project.

### ***Who can complete a 125<sup>th</sup> Anniversary Service Project?***

- Any group of NC A&T State University - undergraduate and graduate students, full-or part-time
- Any group of full or part-time NC A&T State University - faculty, staff and administration, including members of the University Board of Trustees, Board of Visitors and the university's associated entities
- Any alumni group of NC A&T State University

### ***What time period does the 125<sup>th</sup> Anniversary Service Projects cover?***

Service must be completed between August 14, 2015 and May 14, 2016 to be counted toward the 125<sup>th</sup> Anniversary Service Project.

### **Examples of service projects that will be counted:**

- Direct unpaid service to agencies, non-profit organizations, churches, schools, health-care facilities or community groups
- Direct unpaid service to individuals in need who are not related to you, such as elderly neighbors, school children, or persons with disabilities
- Unpaid internships and service-learning hours, including for-credit service activities and internships that benefit the disadvantaged or the community



- Unpaid time spent performing indirect service, such as organizing service projects, planning fundraisers, or educational activities to benefit organizations that serve the disadvantaged or the community
- Unpaid time spent participating in fund-raising events for organizations that serve those less fortunate, or the community, such as sales, phone banks, or sponsored walks/runs
- Employees in leave earning positions are encouraged to work with their supervisors, managers, department heads, etc., to coordinate the usage of Community Service Leave in accordance with the University Community Service Leave Policy.

Examples of service projects that will NOT be counted:

- Paid employment or paid internships
- Direct service to relatives, such as caring for elderly parents or children with disabilities
- Time spent doing advocacy work to influence public policy or political campaigns
- Internships or service-learning work for commercial organizations that do not serve the disadvantaged or the community
- Direct service to NC A&T State University

**Below are the following steps to submit a service project for web posting:**

- Prior to completing a service project, visit the 125<sup>th</sup> Anniversary website and submit the events/service project form
- Each submission will be forwarded to the following designated person for approval and communication
  - Faculty – Dwedor Ford, Faculty Senate Representative
  - Staff – April Pennix, Staff Senate Representative
  - Students – Denise Iverson-Payne, Division of Student Affairs



- Alumni – Crystal Williams, Office of Alumni Relations
- Board of Trustees and Board of Visitors – Janese Fails, Office of the Chancellor
- The designated person will communicate approval/denial of the service project within 48 hours of submission
- Once the service project is complete, submit to the designated person above:
  - name of the project
  - completion date
  - location
  - photos

Once the designee verifies and approves the project and photos, the designee will forward the approved information to [125serviceprojects@ncat.edu](mailto:125serviceprojects@ncat.edu) for web posting

- All projects must be submitted within 2 weeks of the completion date for web posting
- Submitted photos must be 300dpi or higher for clarity
- All individuals are encouraged to wear NC A&T paraphernalia specifically items from the Throwback Campaign. Items may be purchased at Barnes and Nobles at NC A&T. Please visit their website at [ncat.bncollege.com](http://ncat.bncollege.com) for more information.

***\*All service projects must be approved prior to completion by submitting the 125<sup>th</sup> Events and Service Project Form on the 125<sup>th</sup> Anniversary Website. For more information or questions please contact Serelyn Green, Special Events Manager and Chair of the 125th Events and Logistics Committee at [serelyn@ncat.edu](mailto:serelyn@ncat.edu).***