Viking Volunteer Program Guidelines

The Viking Volunteer Resource Center provides students with opportunities and resources to serve their campus and community. The program focuses on educating students on the importance of social justice issues, identifying and addressing needs in their communities, and becoming responsible citizens.

As a Viking Volunteer, students can participate and record their service hours under various leadership and community service programs.

Program Requirements

- Be a current Long Beach City College Student
- Be enrolled in at least 3 units of college course work (unless otherwise approved by the Volunteer Coordinator)
- Carry and maintain at least a 2.0 G.P.A for college level course work (Term and Cumulative)
- Complete a Viking Volunteer Application (each semester)
- Complete Online Volunteer Orientation at www.lbcc.edu/StudentLife/index.cfm
- Create an OrgSync Account

Application Process

1. Complete a Viking Volunteer Application Packet (Application available at the Volunteer Center and online at www.lbcc.edu/StudentLife/index.cfm or online OrgSync.com (Pg.2)
   a. Application Form
   b. Release of Liability Waiver/Hold Harmless/Photo Release Agreement
   c. Emergency Notification Form
   d. Copy of Unofficial Transcript (for returning LBCC students)
2. Please allow one week to process your application. Only students who do not qualify will be contacted.
**Getting Started**

1. Complete and submit Application materials
2. Complete Volunteer Orientation at www.lbcc.edu/StudentLife/index.cfm
3. Register as a Viking Volunteer at www.orgsync.com
4. Record hours on OrgSync.com and Timesheet (hard copy) (Timesheets available at Volunteer Center and online at www.lbcc.edu/studentlife )

**Recording Volunteer Service Hours**

Volunteers are required to submit a hard copy of volunteer hours, and record all service hours online. Students can pick up a timesheet at the Volunteer Center. To record volunteer service hours online, please complete the following steps.

1. Get Registered with OrgSync:
   - Go to OrgSync.com
   - Select “Sign Up”
   - Find Long Beach City College and Click “New User Registration”
   - Complete your Account Information
   - Complete your Profile Information

   [http://www.orgsync.com](http://www.orgsync.com)

2. Join the Viking Volunteer Semester “organization”
   Once you are logged in:
   - In search field (top of your screen) type in “Viking Volunteers” in search field
   - Select “Volunteers Spring 2015”
   - Select “Join Now”
   - Enter password: service

3. Inputting your Service Hours:
   Once you are logged in:
   - Select “More”- located on the menu banner
   - Select “Involvement”
   - Complete “Involvement Entry”
Submitting Service Hours

Time sheets (online and hard copies) are due to the Volunteer Center on semester deadlines. Deadline Dates will be posted at the beginning of each semester at the Volunteer Center. **Definition of Acceptable Service**

All volunteer service must be done for others at no charge and must be nonpartisan. In order to qualify, activities coordinated by a religious institution (church, synagogue, or mosque) must provide service to the general community. Responsibilities related to membership in a religious institution are not acceptable as service.

**Examples of Acceptable Service:** Assisting with food and clothing drives, working at soup kitchens, providing community-wide day care.

**Examples of Unacceptable Service:** Volunteer work at a private office (such as a law firm or doctor’s office), working for an elected official, working for a political campaign, singing in the church choir, participating in religious education, baby-sitting in the church nursery, teaching religious doctrine, are not acceptable volunteer activities.

Viking Volunteer Awards and Honors

The Viking Volunteer Resource Center at Long Beach City College offers students a variety of awards and honors for their hard work and service to the campus and community. Students must apply and record service hours with the Viking Volunteer Resource Center each semester, to be eligible for the following awards.

**Permanent Record of Service:** Volunteers who record 30 or more hours during a semester will have number of service hours reflected on their Academic Transcript. Students will also be provided with a Co-Curricular Transcript at the end of the semester. The Co-Curricular Transcript will highlight each student’s service to both the campus and community. Co-Curricular Transcripts will be issued upon request.
The President’s Volunteer Service Award:

The President’s Volunteer Service Award is issued by the President’s Council on Service and Civic Participation on behalf of the President of the United States to recognize volunteers across the nation. Awards vary by age and hours of service completed within at 12-month period (summer to spring). The Presidential Award is presented at the Spring Volunteer Banquet, upon verification of service hours.

<table>
<thead>
<tr>
<th>Young Adults (15-25)</th>
<th>Adults (26 and up)</th>
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<tbody>
<tr>
<td>Bronze: 100-174 hours</td>
<td>Bronze: 100-249 hours</td>
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<tr>
<td>Silver: 175-249 hours</td>
<td>Silver: 250-499 hours</td>
</tr>
<tr>
<td>Gold: 250+ hours</td>
<td>Gold: 500+ hour</td>
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The following awards are presented to volunteers who record service hours with the Volunteer Center each semester.

**Certificate of Recognition of Recognition:** 30 to 99.5 hours (Fall/Spring)

**Nordic Award:** This award is presented to the volunteer who records the highest number of service hours each semester. The volunteer must meet eligibility requirements to qualify for this award.

**Mother Teresa Inspiration Award:** This award is presented to the Club, volunteer, or program who performed the most outstanding service project of the year.

**Norseman Award:** This award is presented to a volunteer from a men’s social service club who records the most hours for the year.

**Blaine Mansfield Award:** This award is presented to the Independent male volunteer who records the most service hours for the year.

**Mattie Paine Silver Bowl:** This award is presented to the female in a women’s social service club that records the most service hours for the year.

**Mary McMillian Silver Bowl:** This award is presented to the Independent female who records the most service hours for the year. Student must meet eligibility requirements to qualify for this award.

**Volunteer Club Award:** This award is presented to the club who records the highest average of service hours for the semester (Fall/Spring).
Volunteer Terms and Conditions

Volunteers must record all service hours on Volunteer Timesheet and online at Orgsync.com. Service hours must be verified by providing a Supervisor’s Signature on the timesheet or by having Supervisor verify hours online via OrgSync. Students must also provide all necessary contact information for each organization they volunteer at. Failure to do so will result in no credit for hours submitted. STUDENTS MAY NOT SIGN OFF ON EACH OTHER’S TIMESHEETS. ALL TIMESHEET APPROVALS AND VERIFICATIONS MUST BE SIGNED OFF BY EITHER TH EVENT SUPERVISOR OR LBCC FACULTY/STAFF. (SUPERVISOR CANNOT BE A CURRENT LBCC STUDENT)

Timesheets not submitted by the deadline date will not be accepted. Hours not recorded online by deadline will not be accepted. Hours not verified online by Supervisor, by deadline date, will not be accepted.

ALL HOURS MUST BE RECORDED ONLINE. NO EXCEPTIONS. The Volunteer Center has final approval on all hours submitted.