

How to complete your Community Restitution Sanction

SANCTION REQUIREMENTS AND COMPLETION INFORMATION:

Be advised that there are two components to this sanction; service hours & an essay.

PART 1: To complete the first requirement, you must contact a non-profit social service agency and arrange your volunteer hours. After you have completed your hours, you must obtain verification of your completed hours from your supervisor. This verification may come in the form of a typed/written letter on agency stationary or by having your supervisor email Jesse Correia, correiaj2@wit.edu. Your verification must contain the number of hours you volunteered, a description of the service you performed, and your supervisor's agency contact information.

PART 2: After you have completed the first part, you are then required to complete a 1500 word reflection paper responding to the questions:

- Why does the Social Service Agency you selected exist?
- What have you learned about the people serviced by this Agency?
- Why is it important for people who have your position in life to volunteer?
- What has volunteering taught you about your responsibilities within the Wentworth Community?

Once you have completed **both parts**, please turn your completed sanction in to Jesse Correia, the Coordinator for the Office of Student Affairs, by the identified deadline.

WHEN SELECTING A SERVICE PROVIDER, PLEASE KEEP IN MIND...

We WILL count time you spend training with a service provider as part of your service requirement.

We do this in hopes that you will return to the organization, once your mandated service is complete, and continue to give back to others.

We DO encourage you to participate in the Center for Community & Learning Partnerships' service opportunities and events.

You CAN complete your service requirement outside of the Boston area (ex. neighboring cities, hometown/state).

As long as the organization meets the criteria on this information sheet, your service will be accepted.

You CAN contact our office with a service project idea that interests you and will contribute to a large community or group.

You CAN volunteer at more than one agency in order to fulfill your requirement.

Don't forget that you must complete Part 2, listed above, for each agency you volunteer with.

We DO NOT accept service completed with family members, friends, acquaintances etc...

Your service must be with a registered organization, supervised by an employee of that organization, and verified with proper documentation containing organization, not personal, return-contact information. This supervisor must also be willing/available to have a phone conversation regarding your service.

We DO NOT accept service completed with Wentworth Academic Departments.

We encourage all students to spend time working with faculty or extracurricular academic groups, but we cannot accept this as service.

We DO NOT accept hours completed for singular individuals (an elderly neighbor, a friend in need), unpaid labor provided to a company, or participation in a charity event (run, walk, race).

If you have questions or concerns regarding your service provider selection, please contact Jesse Correia in the Office of Student Affairs and he will gladly assist you!

COMMUNITY SERVICE RESOURCES *on the web:*

www.wit.edu/clp/community-engagement/volunteer-opportunities.html

www.boston-online.com/Volunteer/index.html

www.volunteerboston.org

www.idealists.org