



# Northeastern

## *Guidelines for Completing Mandated Service*

**STEP ONE:** Read your decision letter and identify the number of mandated service hours you must complete and the deadline by which you must complete your service.

**STEP TWO:** Obtain pre-approval *prior to beginning your service*. To obtain pre-approval, either:

- Refer to the second page of this memo for pre-approved sites you can contact to complete your service hours.
- Contact the Office of Student Conduct & Conflict Resolution (OSCCR) for approval, if you would like to complete your service at another site, *prior to starting and/or completing your service*. Please send an email to [osccr@northeastern.edu](mailto:osccr@northeastern.edu) with the name of the place and the type of service you would like to complete *before* beginning your service.

**STEP THREE:** Complete your service

- Obtain confirmation of completed service by the person who supervised you.
  - This confirmation should be written on the organization's letterhead and include the number of hours you completed, the supervisor's contact information, and the supervisor's signature verifying completion of service, to be obtained *at the conclusion* of your service.
  - Staff in OSCCR may use this information to verify that you've completed your service.

**STEP FOUR:** Submit your hours for verification

- Email a PDF copy of confirmation letter to OSCCR so that staff can mark your sanction as "complete".
- Please note that it may take up to three (3) business days from the day you turn in the confirmation letter to complete the verification of your service hours. Therefore, you are encouraged to submit this confirmation a few days prior to your deadline date, so you don't receive a hold on your record.

### **THINGS TO CONSIDER:**

#### **EXPECTATIONS OF STUDENTS**

- You are a representative of Northeastern University while contacting sites to schedule your service and while you are completing this service. You are expected to act professionally and follow through on your assigned work hours and activities.
- Plan ahead and receive approval for your service as soon as possible so you can start completing your sanction. *Waiting until the last minute could result in you not meeting the deadline and having a hold placed on your record.*

#### **WHAT ARE SOME EXAMPLES OF APPROVED LOCATIONS?**

- Northeastern special events
- Local Town Libraries or Park/Recreation Departments
- Food Banks or Homeless Shelters
- Religious Organizations
- High School Tutoring or Youth Sports Programs
- Special Fundraising Events, e.g.: fundraiser walks or other charity functions

#### **WHAT ARE SOME EXAMPLES OF LOCATIONS THAT WILL NOT BE APPROVED?**

- A parent or family member supervised you at the location
- You received compensated for your work, or you were otherwise required to provide the service (e.g. Co-op, internship, job, etc.)

Office of Student Conduct and  
Conflict Resolution  
204 Ell Hall  
360 Huntington Ave.  
Boston, MA 02115  
617.373.4390  
f 617.373.8776  
[osccr@neu.edu](mailto:osccr@neu.edu)



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## MANDATED SERVICE IDEAS

*Organizations are always looking for help with specific events and routine operation. You will be able to find many places to complete service requirements around the Boston area. Please refer to the service sites listed below for suggested volunteer opportunities. You can also research possible opportunities at various online volunteer databases listed below.*

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### SERVICE SEARCH ENGINES

Northeastern Center of Community Service Service Finder

<https://www.northeastern.edu/communityservice/service-finder/>

Volunteer Match

<http://www.volunteermatch.org>

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### PRE-APPROVED IN-PERSON & VIRTUAL SERVICE SITES

#### **Nesterly: Good Neighbors**

A volunteer-driven platform to allow healthy neighbors to help at-risk individuals confined to their homes with no-contact deliveries and friendly check-ins (phone calls/letter writing).

#### **Fair Foods**

A mix of moving supplies, packaging produce, and distributing food.

#### **IntoBooks**

An online program where students and their adult mentors read the same books and then discuss them online.

#### **BookShare.Org**

Offers thousands of books to people with reading disabilities. As an online volunteer you can either scan books to be added to the collection or edit books that been scanned.

#### **Family Search**

Transcribe scanned family records (census records, property deeds, marriage records, etc.).

#### **Friday Night Supper**

Provides meals to homeless and hungry people in need in Boston every Saturday and Sunday night (has moved to a reduced number of in-person volunteers, but opportunities still available).

#### **Any COVID-19 Pandemic Relief**

Mask making, blood donations, food service (pantries or volunteering at a distribution site), care packages, volunteering at daycare facilities designated for children of essential workers, etc.

877-958-8785

<https://www.nesterlygoodneighbors.com/>

<https://www.fairfoods.org/>

<https://cricketmedia.com/meet-crickettogether>

<https://www.bookshare.org/cms/get-involved/volunteer>

<https://www.familysearch.org/help/volunteer>

617-536-7050 ext. 22

<http://www.fridaynightsupper.org>

*Verification is required.*

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