



**MONTANA
STATE UNIVERSITY**

Office of
Student Engagement

University Sanctioned Community Service

The Office of Student Engagement (OSE) staff is committed to supporting restorative community service among students facing disciplinary measures.

Steps to complete community service conduct requirement:

1. After your meeting with a Conduct Officer, you must complete the following form:

<http://www.montana.edu/engagement/events-programs/community-service/index.html>

Please note: Fill out this form shortly after your initial meeting with the Conduct Officer, to allow enough time to complete the rest of the steps. If you contact us last minute, we will not be able to accommodate your request.

2. A staff member from OSE will contact you with an appointment date and time. You must know how many hours you were assigned and the date your hours are due when you arrive to your appointment.
3. You will be responsible to follow the service plan and complete the service hours with the community organization(s).
4. You are responsible to complete a timesheet and obtain signatures from the volunteer supervisor for all hours served.
5. Once hours are complete, you are responsible for setting up an exit interview with OSE and they will sign your timesheet.
6. You will take your completed timesheet and turn it in to the Dean of Students office and/or Residence Life or you may submit it here: https://publicdocs.maxient.com/reportingform.php?MontanaStateUniv&layout_id=13

Questions?

Contact Brianna Cronin at: 406-994-7475 or brianna.cronin@montana.edu.

We look forward to working with you!