University Sanctioned Community Service

The mission of the MSU Office of Activities and Engagement (OAE) is to provide the campus community with resources and to connect students to engagement opportunities, within and beyond the academic classroom, as they develop the skills necessary to become future leaders and active citizens. Being engaged in student organizations and in service to the community allows students to enrich their academic and social experience at MSU.

The OAE staff is committed to supporting restorative community service among students facing disciplinary measures. We facilitate these students giving back to the community in the following ways:

1. Receive referrals of students from the Office of the Dean of Students for whom service hours are an appropriate form of restorative justice.
2. Meet with students individually and design a service plan based on the number of hours of service assigned by the Conduct Officer and the deadline set to have hours completed. In consultation with the OAE, the student will determine the community organizations with which they want to become involved.
3. Facilitate the initial contact between the student and the community organization by providing contact information to the student.
4. The student will be held responsible to follow their service plan and communicate with the OAE and community organization if, for any reason, they are not able to fulfill a commitment.
5. The OAE staff will facilitate a brief reflective discussion with the student before releasing them from their service commitment.
6. The student is responsible to document and get verifying signatures from site supervisors for all hours served and is responsible to turn in the completed timesheet(s) to OAE no later than the deadline set by their Conduct Officer to complete the service hours.
7. The OAE is committed to supporting student service experiences that are fulfilling and successful.

For Students:
1. After your meeting with a Conduct Officer, you must complete the form found on this webpage:

   http://www.montana.edu/engagement/events-programs/community-service/index.php

   Laurynn Olson or Kathy Tanner will contact you within 48 hours with an appointment date and time. During this appointment, we will assist you in designing your service plan.

2. You must bring to your appointment the letter provided to you by the Office of the Dean of Students or Residence Life, and you must know how many hours you will serve and the date your hours are due.

3. If you choose to procrastinate until closer to the time your service hours are due, we will not be able to assist you in locating an appropriate community organization or non-profit. You will be responsible to design and fulfill your own service plan independently.

4. Your service hours will not be submitted to your Conduct Officer until you attend a brief reflection discussion with the OAE staff member with whom you have been working, and upon completing your hours.