



University Sanctioned Community Service

The Office of Student Engagement (OSE) staff is committed to supporting restorative community service among students facing disciplinary measures. We will help you find ways to complete your hours so that it is a fun and meaningful experience!

Steps to complete community service conduct requirement:

1. The Community Engagement Programs Coordinator, Randi Maiers, will hold the following drop-in office hours in the Office of Student Engagement (SUB 222) to visit about completing your community service hours:
 - **Mondays, Wednesdays, Fridays – 12-3pm**
 - **Thursdays – 9am- 12pm**
 - If you are unable to make it to the scheduled office hours, please email Randi at maiers@montana.edu to set up a time.
2. When you stop in, please know how many hours you were assigned and the date your hours are due. **Your meeting with Randi will take no longer than 15 minutes.**
3. You will be responsible to follow the service plan and complete the service hours with your chosen community organization(s).
4. You are responsible to complete a timesheet (given to you by Randi) and obtain signatures from the volunteer supervisor for all hours served.
5. Once hours are complete, you are responsible for stopping back into OSE during the above hours and Randi or a full-time staff member will sign your form, which will then be uploaded to your case.
6. Randi will notify your conduct officer that your community service has been completed.

We encourage you to meet with Randi as soon as you can; this ensures you to get your hours completed as soon as possible to avoid additional sanctions.

Questions? Contact Randi at 406-994-2933 or maiers@montana.edu

We look forward to working with you!