

Volunteer Community Service Handbook



CABARRUS COLLEGE
OF HEALTH SCIENCES

Volunteer Community Service Handbook

Cabarrus College of Health Sciences

INTRODUCTION

The Mission of Cabarrus College is to *create progressive educational experiences that enable learners to be knowledgeable, skillful and competent health science professionals*. During clinical activities, healthcare professionals encounter multiple facets of difference. Recognition and appreciation of difference is the foundation for cultural competency. Cultural competence includes, but is not limited to the recognition of and appreciation for race, ethnicity, socioeconomic and educational levels, language, age, gender, sexual preference, emotional and mental health issues, religious beliefs, and values. As a healthcare professional, you accept an ethical commitment to modify and provide care, without compromise, to meet each individual client's needs to the best of your ability. This professional commitment and the changes in the population and demographics in the College's immediate geographical location, led the faculty, staff and students in 2008 to select "Enhancing of Cultural Competence in Healthcare Delivery" as the focus of their quality enhancement plan (QEP).

During your first three semesters, you will participate in volunteer community service activities. The focus of community service is to improve the quality of life for community residents, particularly low-income individuals.

Towards the completion of your program, during the third or final semester, you will participate in a service learning experience. Service learning combines community service with classroom instruction and emphasizes reflection. Service learning fosters the development of skills and knowledge needed for participation in public life and links course work from the classroom with activities in a community agency. Your service learning experience will be a part of your program specific coursework.

This handbook provides you with guidelines for volunteer community service at Cabarrus College. Included is the College approved listing of local nonprofit, government, and community based organizations where students may complete their volunteer hours. The faculty encourage you to choose your volunteer community service sites thoughtfully. These activities should help you grow personally and professionally towards cultural competence.

VOLUNTEER COMMUNITY SERVICE GUIDELINES

The following table provides a guide for the minimum number of hours for volunteer service learning activities based on major programs. **This only applies to new students entering a clinical program in the Fall Semester of 2010 and after.**

PROGRAM	VOLUNTEER HOURS	VERIFICATION FORM DUE TO INSTRUCTOR
Diploma programs	5 hours per semester	Monday of week 15
Associate degree programs (Associate in Science, including Pre-Nursing students are NOT required to do volunteer community service. If an AS student	5 hours per semester	Monday of week 15

changes their major to nursing or one of the allied health programs, they will then be required to complete the appropriate number of volunteer hours.)		
Baccalaureate programs	4 hours per semester	Monday of week 15
Baccalaureate online programs	4 hours per semester	Monday of week 15

Instructions for Students:

1. Select an agency listed in this handbook (see Appendix A – Approved Volunteer Community Service Agencies (Community Not – for - Profit). Approval of your volunteer community service agencies is not necessary since you will select an agency from the approved list of agencies (unless otherwise stated by your instructor). Students enrolled in baccalaureate online programs will plan with their program chair to identify comparable agencies in their distance community. We encourage volunteer activities in your home community and church, however, activities at agencies not listed in this handbook will NOT count towards volunteer community service hours at Cabarrus College.

2. Call the agency to volunteer. Represent yourself as a Cabarrus College student and keep in mind that you are serving and representing the good works of the College while meeting your volunteer community service requirements.

3. Complete the Volunteer Community Service Verification Form. To insure that you have completed the semester requirement, you must complete the Volunteer Community Service Verification Form and turn it into your instructor no later than the Monday of week 15 (see Form A). This form must be filled out completely and include a signature of an agency representative. **Your grade will not be finalized and you will not be able to progress to the next program course until this form has been turned in and verified.**

4. Create “Pro Bono Record” in SONIS Web.

To create a “Pro Bono Record” in SONIS Web, please take the following steps once you are logged in:

1. Click on the “Pro Bono” icon located at the top of the screen.
2. Click on the “Add” button.
3. Enter “Organization” and “Supervisor” names.
4. Enter the number of Volunteer Community Service Hours completed at this location. If you did not complete all 5 of your Volunteer Community Service Hours for the same organization, you will need to add an additional experience.
5. Hours should represent the number of hours provided.
6. Start date should indicate the date you began your experience.
7. Stop date should indicate the date you completed the hours of your experience. You can have the same “Start” and “Stop” date.
8. Click the “Submit” button to record your experience.
9. The final step in the process is to accept the terms and conditions by clicking the check box and “Submit” at the bottom of the page. Today’s date now appears next to the checkbox.

**CABARRUS COLLEGE OF HEALTH SCIENCES
APPROVED COMMUNITY SERVICE VOLUNTEER AGENCIES
(COMMUNITY NOT-FOR-PROFIT)**

Last updated on February 28, 2011 by Melanie Gass

Legend: C = Community (Delivering a community service through a community service agency.)

CB = College-Based (Must take place at the College.)

H = Health Service (Delivering a health related service at a health related agency.)

	Type	Community Service Agency	Website
1.	C	123 Jump, Inc.	www.123jump.org
2.	C	ARC of Cabarrus County	www.arcofcabarrus.org
3.	H	Ada Jenkins Center/The Free Clinic of Our Towns	www.adajenkins.org
4.	C/H	Adaptive Sports & Adventures Program (Carolinas Rehabilitation)	www.carolinasrehabilitation.org or Email: asap@carolinas.org
5.	C	American Diabetes Association	www.diabetes.org
6.	C	American Red Cross, Cabarrus County Chapter	www.cabarruscountyyredcross.org
7.	C	Autism Society of North Carolina	www.autismsociety-nc.org
8.	C	Big Brothers/Big Sisters Cabarrus	www.bbbs.org/greatercharlotte
9.	C	Baptist Sharing House	www.cabarrusbaptist.com
10.	C/B	Cabarrus College of Health Sciences - New Student Orientation & Open House **Please note, you may only count 2 hours per semester for these activities (2 total, not 2 each)	Email Melanie Gass at melanie.gass@cabarruscollege.edu for Orientation. Email Tihida Simmons at tihida.simmons@cabarruscollege.edu for Open House.
11.	C	Cabarrus County Boys and Girls Club	www.bgclubcab.org
12.	C	Cabarrus County Group Homes, Inc.	Various location's phone numbers: 704-782-4311, 704-788-2898, 704-788-1714, 704-788-8214
13.	H	Cabarrus County Health Alliance	www.cabarrushealth.org
14.	C	Cabarrus County LifeSpan	www.lifespanservices.org/locations/concord/
15.	C	Cabarrus County Schools	www.ccsweb.cabarrus.k12.nc.us
16.	C	Cabarrus County Schools - Performance Learning Center	www.ccsweb.cabarrus.k12.nc.us
17.	C	Cabarrus County Schools - Long School (Head Start)	www.ccsweb.cabarrus.k12.nc.us
18.	C/H	Cabarrus County Senior Center	www.co.cabarrus.nc.us/Aging/services/volunteer.html
19.	C	Cabarrus Family Friends (Cabarrus County Dept. of Aging)	www.co.cabarrus.nc.us/Aging/services/familyfriends.html
20.	C/H	Cabarrus Health Alliance	www.cabarrushealth.org
21.	C	Cabarrus Literacy Council	www.cabarrusliteracy.org
22.	C	Cabarrus Meals on Wheels	www.cabarrusmow.org
23.	C	Cabarrus Workshop Inc.	www.cabarruscountyonline.com/clubs2
24.	C/H	Camp Horizon (Down's Syndrome Association of Charlotte)	Email Jennifer Jones at camphorizon6@yahoo.com
25.	C/H	Carolinas Healthcare System	www.carolinashealthcare.org
26.	C	Charlotte-Mecklenburg Schools	www.cms.k12.nc.us
27.	C	Charlotte Rescue Mission	www.charlotterescuemission.org
	C	A Child's Place (Charlotte)	www.achildsplace.org
28.	C	Church of God Children's Home	www.cogccc.org
29.	C	City of Concord Parks and Recreation Dept.	www.ci.concord.nc.us
30.	C/H	CMC-NorthEast	Look for announcements of upcoming opportunities, via College email or contact Timbs Fulghum at heather.fulghum@carolinashealthcare.org
31.	C	CMC-NorthEast Foundation	Contact Meredith Valentine at 704-403-4141.
32.	C/H	Coltrane LIFE Center, Inc.	www.coltranelifecenter.org
33.	C	Communities in Schools	www.cisnc.org/code/county/locontact.html

34.	C	Community Blood Center of the Carolinas	www.cbcc.us
35.	H	Community Care Clinic (Albemarle, NC)	704-984-4668
36.	H	Community Free Clinic	www.communityfreeclinic.org
37.	C	Concord Lion's Club	http://concordlionsclub.homestead.com/concordlionsclub.html
38.	C	Conflict Resolution Center Cabarrus County	www.nomoreconflict.org
39.	C	Cooperative Christian Ministry, Inc.	www.cooperativeministry.com
40.	C	Crisis (Food) Distribution Center	704-793-4740
41.	C	Crisis Pregnancy Center of Cabarrus County	www.concordpregnancy.com
42.	C	CVAN Battered Women's Program	www.cvan.org
43.	C	Ester's Heart for Transformation Ministry, Inc.	www.estersheartfortransformation.com
44.	C	Facing Forward Inc.	www.facingforwardinc.org/about
45.	C	Family Promise of Cabarrus County	www.familypromisecc.org
46.	C	Free Store (located in NODA, Charlotte)	Website: www.areafifteen.com or Email: freestore@areafifteen.com
47.	C	Habitat for Humanity	www.habitatcabarrus.org
48.	C	Habitat Re-Store	www.habitatcabarrus.org
49.	C	Harrisburg Crisis Assistance Ministry	www.harrisburgumc.ctsmemberconnect.net
50.	C	Harrisburg Parks and Recreation Department	www.harrisburgparksandrecreation.com
51.	C/H	Hinds' Feet Farm	www.hindsfeetfarm.org
52.	C	Hispanic Learning Center	www.thehlc.org
53.	C	Hospice & Palliative Care of Cabarrus County	www.hpccc.org
54.	C	The Howell Center	www.rhahowell.org
55.	C	Homes of Hope, Inc. (Albemarle)	www.stanlycohomesofhope.org
56.	C	Iredell-Statesville Schools	www.iss.schoolwires.com
57.	C	Junior Charity League of Concord	www.jclcfconcord.com
58.	C	Juvenile Diabetes Research Foundation	www.jdrf.org/charlotte
59.	C	Crisis Pregnancy Center of Cabarrus County	www.concordpregnancy.com
60.	C/H	Lake Norman Regional Medical Center	www.lnrmc.com
61.	C	Logan Resource Center	www.cabarrushealth.org/locations/logan.html
62.	C	March of Dimes Walk America	www.marchofdimes.com/northcarolina
63.	C/H	Mental Health Association of Central Carolinas	www.mhacentralcarolinas.org
64.	C	Mooreville Soup Kitchen	www.moorevillesoupkitchen.com
65.	C	My Sister's House (Homeless Shelter for Women)	www.friendshipcdc.org
66.	C	National Multiple Sclerosis Society	www.nationalmssociety.org/chapters/NCP/index.aspx
67.	C	Operation Bread Basket (c/o First Missionary Baptist Church)	704-784-2581
68.	C/H	Piedmont Residential Development Center	www.prdc.org
69.	C/H	Pregnancy Resource Center of Stanly County	www.prstanly.com
70.	C/H	Pregnancy Support Center (Salisbury)	www.pregnancysupport.com
71.	C/H	Presbyterian Healthcare	www.presbyterian.org
72.	C	Relay for Life	www.relayforlife.org
73.	C	Rowan-Salisbury Schools	www.rss.k12.nc.us
74.	C	Salvation Army	www.salvationarmycarolinas.org
75.	C	Samaritan House Soup Kitchen	704-527-1040
76.	C	Second Harvest Food Bank of Charlotte	www.secondharvestcharlotte
77.	C	Special Olympics - North Carolina	www.sonc.net
78.	C	Stanly County Schools	www.scs.k12.nc.us
79.	C	Susan G. Koman Foundation (Charlotte Affiliate)	www.komercharlotte.org
80.	C	The Academic Learning Center	www.theacademiclearningcenter.com
81.	C/H	The Solomon House (Presbyterian Healthcare)	www.presbyterian.org or 704-875-7727
82.	C	Trips for Kids Charlotte	www.tripsforkidscharlotte.org
83.	C	Union County Schools	www.ucps.k12.nc.us
84.	C	United Family Services	www.unitedfamilyservices.org
85.	C	United Way	www.uwcentralcarolinas.org
86.	H	VA Medical Center of Salisbury	www.salisbury.va.gov
87.	C/H	Wings of Eagles Ranch	www.wingsofeaglesranch.org

88.	C	YMCA (any branch)	www.ymca.net
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*****Important Notes:**

- **Worthwhile activities that take place during the summer, such as Asthma Camp, Downs Syndrome Camp and Wings of Eagles, will be approved on a one on one, case by case basis.**
- **For students who are enrolled in the online BSN program and do not live locally, Molly Patton (BSN Program Chair) may approve mirrored agencies in your hometown.**
- **You are allowed to use any of these agency equivalents that exist in your hometown. (For example: Hospice, Habitat for Humanity, Red Cross, etc.)**

Last updated on February 28, 2011 by Melanie Gass

Cabarrus College of Health Sciences
Volunteer Community Service Verification Form

Student's Name: _____ Program: _____

Course: _____ Hours Needed: _____ Total Hours Reported: _____

Submit the completed form to your instructor by the Monday of the 15th week of the semester. This form must be complete and include a signature for each agency represented on this form. Volunteer hours must be with an approved agency listed in the Volunteer Community Service Handbook provided during orientation.

Agency: _____

Brief Job Description: _____

Date(s) of Service: _____ Hours of Service: _____ Total Hours: _____

Name of Verifying Agency Representative: _____

Signature/Title: _____

Phone Number of Person Signing: _____

Agency: _____

Brief Job Description: _____

Date(s) of Service: _____ Hours of Service: _____ Total Hours: _____

Name of Verifying Agency Representative: _____

Signature/Title: _____

Phone Number of Person Signing: _____