The community service program is a great opportunity to earn extra cash for you club, while providing a bonding experience for you club members. Community service projects are designed to get PCC students off-campus and into our local community, strengthening ties, providing networking opportunities and building a resource base for club members after leaving PCC!

Once per term a club can complete a service project for up to $250 in additional club funds. Below is the time-funding model, a list of service project qualifications, and the timeline to get your project approved. For questions or more information please contact the Clubs and Programs Office in SC 01A.

**Time—Funding Model**
- 10 hrs.—$85.00
- 20 hrs.—$170.00
- 30 hrs.—$250.00

Please note that hours are not the duration of the service project, but the number of person-hours completed. For example, if five club members work for six hours that equal 30hrs. The club qualifies for $250 in club funds.

**Minimum qualifications for a service project**
1) At least three club members must participate in the service project
2) The project must be at an office campus non-profit or community service location. For a complete list of volunteer opportunities please check service learning directory at: [http://www.pcc.edu/servlearnopps/](http://www.pcc.edu/servlearnopps/)
3) The project must be at least 10 hrs to qualify for funds.

**Timeline for petitioning for a service project**

AT LEAST TWO WEEKS BEFORE YOUR PROJECT complete part one of this form and submit it to the Clubs and Programs Advisor for approval. They can review your target goals and make sure your project meets the minimum requirements.

AT LEAST ONE WEEK BEFORE YOUR PROJECT submit this form, with the Clubs and Programs Advisor’s signature, to the ASPCC-Cascade General Council meeting. They will determine if the project is approved.

ONE WEEK AFTER YOUR PROJECT return this form, with a brief report about the service you performed, who was helped and whether or not your group would do it again. Upon reporting out, ASPCC-Cascade General Council will approve or deny the transfer of funds to your club account.

### PART ONE: INFORMATION AND APPROVAL

<table>
<thead>
<tr>
<th>Club Name:</th>
<th>Student Club Leader</th>
</tr>
</thead>
<tbody>
<tr>
<td>Club Advisor:</td>
<td>Email/Phone:</td>
</tr>
</tbody>
</table>

Briefly describe the service project

________________________________________________________________
________________________________________________________________
________________________________________________________________

Total number of members participating: [ ] Scheduled hours: [ ] Date: _____/_____/_______

Approved by Clubs and Programs Advisor:
SERVICE PROJECT APPLICATION

PART TWO: ASPCC-CASCADE APPROVAL

Identify three goals of the project:
1.____________________________________________________
2.____________________________________________________
3.____________________________________________________

Will the club require any additional support to complete this project like money or other resources?
____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________

ASPCC voted to:  Approved [ ] Not approved [ ] Reason for denial______________________________
ASPCC President Signature: ___________________________ Date: ______/_____/______

PART THREE: REPORT AND FUND

Number of members that participated: [ ]  Total hours worked: [ ]

Briefly evaluate the project in terms of scheduling, attendance, communication and whether or not your goals were met. What did your club get out of this experience? ____________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________

Would you do this project again?_______________________________________________________________

ASPCC voted to: Approved [ ] Not Approved [ ] Reason for denial___________________________
ASPCC President Signature: ___________________________ Date: ______/_____/______

ASPCC FUNDS ALLOCATED $
## Service Project Sign-in

Please have all participants sign in at the event.

1. ________________________________________________
2. ________________________________________________
3. ________________________________________________
4. ________________________________________________
5. ________________________________________________
6. ________________________________________________
7. ________________________________________________
8. ________________________________________________
9. ________________________________________________
10. ________________________________________________
11. ________________________________________________
12. ________________________________________________
13. ________________________________________________
14. ________________________________________________
15. ________________________________________________
16. ________________________________________________
17. ________________________________________________
18. ________________________________________________
19. ________________________________________________
20. ________________________________________________

Site Supervisor Signature:______________________________
Date:_______/_______/____________