



Service Learning the get started guide for chaminade students

CHAMINADE UNIVERSITY

HOW TO GET STARTED:

1. Go to www.chaminade.edu/service_learning/instructions.php
2. Read through the instructions and make sure you gather ALL materials needed to successfully complete registration.
3. Complete registration by clicking "HERE" on the following link:
If you are ready to register, click [here](#).
4. Print out the **Release/Waiver form**.
Complete it, get it signed by the supervisor of the Project/Agency you'll be working for, write your name legibly, sign it and **turn in** to the Service Learning (S-L) office at Henry Hall Room 117 by the due date specified on the website.
Make sure to pick up a double-sided Time Sheet/Evaluation form from the S-L office when you turn in your Release/Waiver form.
5. Complete your hours, reflections, etc. as assigned.
Remember to fill in the Time Sheet and get it signed as you serve.
At the end of your service, get the Evaluation filled out and signed.
6. Turn in your completed Time Sheet/Evaluation form to the S-L office by the end of semester due date (see website) so that we can process the data for your professor(s) in time for grading.

DON'T KNOW WHERE TO SERVE?

Visit the **Projects section** (on S-L Website) at www.chaminade.edu/service_learning/projects.php for info on different projects, visit the office, or call the S-L office (735-4895) for help!

Popular projects:

- Project SHINE (tutor elder immigrants)
- Palolo Elementary (after school tutoring)
- I-Rec (fun activities with youth with disabilities)

Don't miss your program's mandatory training date(s)!

Check online @ www.chaminade.edu/service_learning/calendar-training.php

Need a ride?

Some projects have transportation!

Check online @ www.chaminade.edu/service_Learning/calendar-info.php#van

Check out SPECIAL OPPORTUNITIES

www.chaminade.edu/service_learning/opportunities.php for ways to become a student leader, earn scholarships, present in conferences and more!

- Sign up for Students in Service and earn up to \$2675 towards tuition!
- Earn a certificate of commendation from **President Obama**, recognizing your service!



visit our **online FAQ** for more help

find us: office-henry hall room 117. phone-735-4895.
facebook: Service-Learning at Chaminade University

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