



Community Service for D. D. Hachar Honors Program Students

Office of Student Conduct & Community Engagement

956.326.2286

www.tamiu.edu/scce



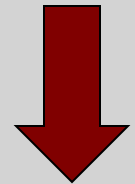
Community Service for D. D. Hachar Honors Program Students

- D. D. Hachar Honors Program Students must complete thirty (30) hours of community service every school year.
- All service hours must be submitted via Collegiate Link (C-Link). All reported hours must have verification paperwork.
- Last day to report hours is the last class day of the semester.
- Service hours must be completed at TAMIU, partner agencies or at TAMIU promoted events.



Collegiate Link (C-Link) - Membership

1. Go to tamiu.collegiatelink.net
2. Click on Log In



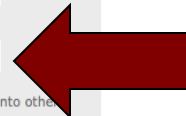
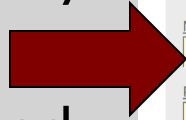
The screenshot shows the website for the Texas A&M International University Office of Student Affairs. The top navigation bar includes a "Help" icon and a "Log In" button with a lock icon. The main header features a banner with a smiling woman reading a book, the text "Texas A&M International University Office of Student Affairs", and the "POWERED BY TAMIU" logo. Below the banner is a navigation menu with "Home", "Organizations", "Events", and "Campus Links" (with a dropdown arrow). The main content area contains a yellow box with three information icons and links: "Want to make an announcement for your organization? Click here.", "To submit your organization's community service hours, click here.", and "For after hours access to the SLIC, click here." At the bottom, there is an "Events and News" section with a "Show:" dropdown menu set to "All Events" and an "Add To Your Site" button.



Collegiate Link (C-Link) - Membership

3. Log In

User name – only
first part of
@dusty.tamiau.edu
account (i.e. juan.
sanchez)



TAMIU Central Authentication Service (CAS)

Enter your NetID and Password

NetID:

Password:

[Warn me before logging me into other sites.](#)

[Activate Username](#)

Questions or Concerns? Please contact the OIT Helpdesk at extension 2310

For security reasons, please Log Out and
Exit your web browser when you are done
accessing services that require authentication!

Languages:

[English](#) | [Spanish](#) | [French](#) | [Russian](#) | [Nederlands](#) | [Svenskt](#) | [Italiano](#) | [Urdu](#) | [Chinese \(Simplified\)](#) | [Deutsch](#) | [Japanese](#) | [Croatian](#) | [Czech](#) | [Slovenian](#) | [Polish](#)

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Collegiate Link (C-Link) - Membership

If you are logging in for the first time, you will need to complete your profile.

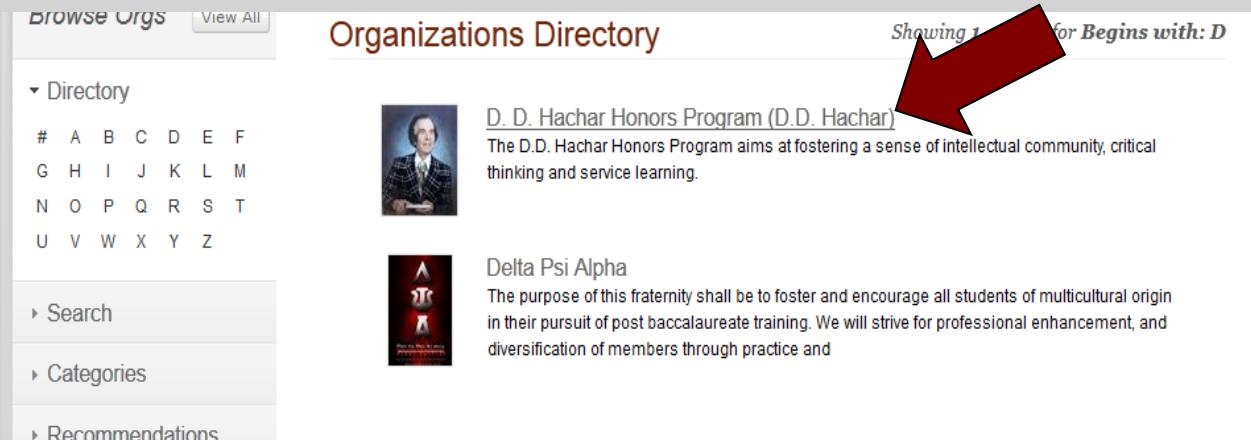
4. Once your profile is complete, click on Organizations.





Collegiate Link (C-Link) - Membership

5. Find and click on D. D. Hachar Honors Program in the Organization Directory.

A screenshot of the 'Organizations Directory' page. On the left, there is a navigation menu with 'Directory' expanded, showing a grid of letters A-Z. Below the grid are 'Search', 'Categories', and 'Recommendations' options. The main content area is titled 'Organizations Directory' and shows a list of organizations. The first entry is 'D. D. Hachar Honors Program (D.D. Hachar)', which has a small portrait photo and a description: 'The D.D. Hachar Honors Program aims at fostering a sense of intellectual community, critical thinking and service learning.' A red arrow points to this entry. The second entry is 'Delta Psi Alpha' with a logo and a description: 'The purpose of this fraternity shall be to foster and encourage all students of multicultural origin in their pursuit of post baccalaureate training. We will strive for professional enhancement, and diversification of members through practice and...'. The text 'Showing 1 of 1 for Begins with: D' is visible in the top right corner of the directory area.

6. Click Join Organization.

A screenshot of the 'D. D. Hachar Honors Program (D.D. Hachar)' page. On the left is a large portrait of a man in a suit. To the right, the page title is 'D. D. Hachar Honors Program (D.D. Hachar)'. Below the title, it says '77 Members | 0 Upcoming Events | 0 Photo Galleries'. A 'Join Organization' button is prominently displayed, with a red arrow pointing to it. Below the button is a description: 'The D.D. Hachar Honors Program aims at fostering a sense of intellectual community, critical thinking and service learning. Read More...'. In the bottom right corner, there is a green box with the text 'Membership requested'.



Collegiate Link (C-Link) - Membership

You will have access to the organization once a confirmation message is received in your inbox.

Messages **1**

SUBJECT

D. D. Hachar Honors Program Membership Approved!



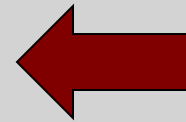


Approved Community Service Events

Community service opportunities can be found on C-Link.

1. Click on Home on C-Link.

Home



2. Scroll to Events and News (Bulletin Board).

Events and News Show: All Events [Add To Your Site](#)

The bulletin board displays several notices:

- ITALY** PHOTOGRAPHY AND CRISMA
- THAI AND GERMANY** COMMUNICATIONS
- ROM** CHILD PSYCH AND COMM
- LONDON** LEADERSHIP
- MADRID** CIVILIZATION
- GREECE** PSYCHOLOGY
- MULTI COUNTY ITALY** COMMUNICATIONS
- STUDY ABROAD PROGRAM** JULY 16 - AUG 1
- ALUMNUS REHABILITATION PROGRAM**
- VOLUNTEER OPPORTUNITY** CHILDREN'S ADVOCACY CENTER **SUMMER CAMP ASSISTANCE** CLICK HERE FOR MORE DETAILS
- VOLUNTEER OPPORTUNITY** 3rd Annual 5K Run, Walk & Roll for Schools 10 Small Step **Ruihe S. Cowl Rehabilitation Center** Saturday, June 21, 2014 at 8:00AM North Central Park 1111 Lake Georgetown \$10 (one registration) 500 (one t-shirt) For more information please call (954) 722-2431 CLICK HERE FOR MORE DETAILS
- VOLUNTEER OPPORTUNITY** THE ARTISANS **BAZAAR ART MOVEMENT** CLICK HERE FOR MORE DETAILS
- VOLUNTEER OPPORTUNITY** CITY OF LAREDO **SISTER CITIES FESTIVAL** CLICK HERE FOR MORE DETAILS

Volunteer opportunities are titled and easily identifiable.



Approved Community Service Events

3. For detailed information, click on the thumbnail of the event.



Instructions for sign-up will be indicated.

The Children's Advocacy Center is looking for responsible, outgoing, and friendly volunteers for the following volunteer opportunity:

Children's Advocacy Center SUMMER CAMPS

Summer Camp 1: June 9 - June 20

Summer Camp 2: July 7 - July 18

111 N. Merida St.

Laredo, TX 78043

The Children's Advocacy Center Summer Camp is a yearly event that is organized to the clients of the Children's Advocacy Center of Laredo. 30 children per camp are invited to participate in dancing, art, and outdoor activities including radKIDS program.

Volunteer Attire

Casual Jeans, Shorts, T-shirts/Polos, Tennis shoes (or flats)
NO SHORT SHORTS, NO CAMISOLES, NO SHEER BLOUSES

Volunteer Shifts

MONDAY THROUGH FRIDAY

Shift 1: 8:30 AM to 11:00 AM

Shift 2: 11:00 AM to 2:00 PM

Volunteers Needed: 3 or 4 per shift

Volunteer Duties

The Summer camp consists of 30 children (3 classes with 10 children in each class). Children will be participating in art, dancing, language arts, and outdoor activities.

Volunteers will need to assist teachers/coaches with student activities: paintings, planning, cleanup, outdoor activities, and dancing routines.

At event, report to: Veronica Valdez

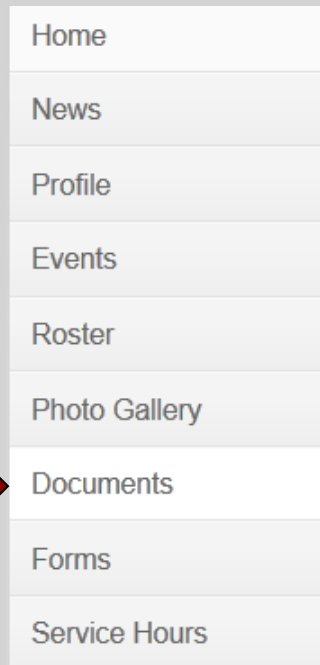
For additional information on the event, please contact the Children's Advocacy Center, Veronica Valdez at 956-712-1840 or advocate@caclaredo.org. **Volunteers must sign-up in order to volunteer.** Volunteer spots are offered on a *first come, first serve basis*. **To sign-up, click here.**

Deadline to sign-up: Friday, June 6, 2014.



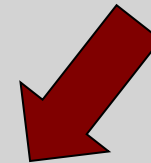
Submitting Your Service Hours

You must use the Community Service Hours Time Sheet form at each community service event and submit this to the Office of Student Conduct & Community Engagement as verification of hours. To locate this form:



1. Click on Documents.

2. Click on the Link for the Time Sheet.



[D. D. Hachar Honors Community Service Hours Time Sheet.pdf](#)

Sample Form



TEXAS A&M INTERNATIONAL UNIVERSITY

A Member of The Texas A&M University System

Office of Student Conduct & Community Engagement
Division of Student Success

D. D. Hachar Honors Community Service Hours Time Sheet

Please print this form for use at your community service event. Have all signatures from agency contact and accurate agency information, as this will serve as your verification.

Student Volunteer's Name: _____

Student ID #: _____

E-mail Address: _____

Cell Phone #: _____

Community Service Activity/Event:	Must be filled out by student volunteer		Date of event:	Must be filled out by student volunteer
Name of Agency/Community Group:	Must be filled out by student volunteer			
Verification Contact/Supervisor:	Must be filled out by student volunteer			
	Full Name	Phone Number	E-mail Address	

Description of Duties Completed (To be filled out by student volunteer):

On this form, you are required to write a summary of your experience working at this non-profit organization. You should include things such as, "what you contributed," "how your work could make a difference for others," and "in your opinion, the contribution the organization is making to our community." Office of Student Affairs will not accept this form without a detailed description.

Time In

• AM
• PM

Time Out

• AM
• PM

Total Hours

For OSA Use
Only

Approved by:
(Initials)

Date Approved

Signature of Community Service Volunteer

I understand that all hours will be verified by a third party independently of me and if I attempt to falsify or misrepresent these hours in any manner, I will be subject to disciplinary action including possible suspension from Texas A&M International University.

Signature of Community Service Verification Contact/Supervisor

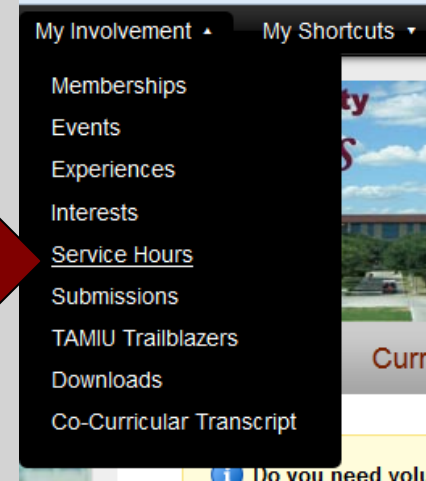
By signing above, our agency confirms the above information to be true and accurate to the best of our knowledge. The stated student performed the duties as requested in a favorable manner that assisted in the overall mission of our agency.



Submitting Your Service Hours

3. Click on *My Involvement* and *Service Hours*.

4. Enter all information.



a. Organization

A screenshot of a service hours submission form. The form has a header 'Organizations' with a dropdown menu 'Please select a organization.'. Below this are four input fields: 'Date' (containing '12/10/2012'), 'Description' (empty), 'Duration' (containing 'H:MM'), and 'Verification Contact' (empty). At the bottom right of the form are 'Clear' and 'Submit' buttons. Red arrows point to each of these elements from labels 'a' through 'f'.

e. Verification Contact

b. Date

c. Description

d. Duration in H:MM format

f. Click Submit



Now What?

- Hours will be approved when a Community Service Timesheet is received and participation is verified.
- At the end of the semester, a report of service hours earned with D. D. Hachar Honors Program is submitted to the D. D. Hachar Honors Program Director.
- If you earned hours by participation through a community service event as a member of a student organization, you must print your approved hours from that organization and submit it to the D. D. Hachar Honors Director before the last day of class.





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