



Community Service for Sanchez Scholarship Program Students

Office of Student Conduct & Community Engagement

956.326.2286

www.tamiau.edu/scce



Community Service for Sanchez Scholarship Program Students

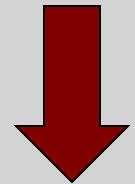
- Sanchez Scholarship Program students must complete ten (10) hours of community service every school year.
- All service hours must be submitted via Collegiate Link (C-Link). All reported hours must have verification paperwork.
- Last day to report hours is the last class day of the school year.





Collegiate Link (C-Link) - Membership

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



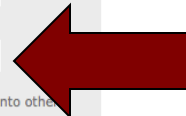
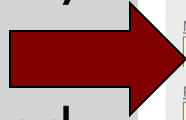
The screenshot shows the website for the Office of Student Affairs at Texas A&M International University. The header includes a navigation bar with "Help" and "Log In" links. Below the header is a banner image of a smiling woman reading a book, with the text "Texas A&M International University Office of Student Affairs" and "POWERED BY TAMIU". The main navigation menu includes "Home", "Organizations", "Events", and "Campus Links". A yellow callout box contains three informational 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: All Events" dropdown 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)



Your password

The screenshot shows the TAMIU Central Authentication Service (CAS) login interface. At the top, the JASIG logo is displayed. Below it, a dark blue header contains the text "TAMIU Central Authentication Service (CAS)". The main content area features a light gray box with the heading "Enter your NetID and Password". Inside this box, there are two input fields: "NetID:" and "Password:". A red arrow points from the text "User name – only first part of @dusty.tamiau.edu account (i.e. juan.sanchez)" to the NetID field. Another red arrow points from the text "Your password" to the Password field. Below the input fields, there is a checkbox labeled "Warn me before logging me into other sites." and two buttons: "LOGIN" and "clear". Below the login box, there is a link "Activate Username" and a note: "Questions or Concerns? Please contact the OIT Helpdesk at extension 2310". To the right, a security warning states: "For security reasons, please Log Out and Exit your web browser when you are done accessing services that require authentication!". At the bottom, there is a "Languages:" section with a list of language links: English, Spanish, French, Russian, Nederlands, Svenskt, Italiano, Urdu, Chinese (Simplified), Deutsch, Japanese, Croatian, Czech, Slovenian, Polish. The footer contains copyright information: "Copyright © 2005 - 2010 Jasig, Inc. All rights reserved." and "Powered by Jasig Central Authentication Service 3.4.2". A final row of links includes: TAMIU, Compact with Texans, State of Texas, Energy Savings Program, Privacy Statement, Accessibility & Site Policies, Open Records, Texas Homeland Security, Statewide Search, Texas A&M System Risk & Misconduct Hotline, and State Link Policy.



Collegiate Link (C-Link) - Membership

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

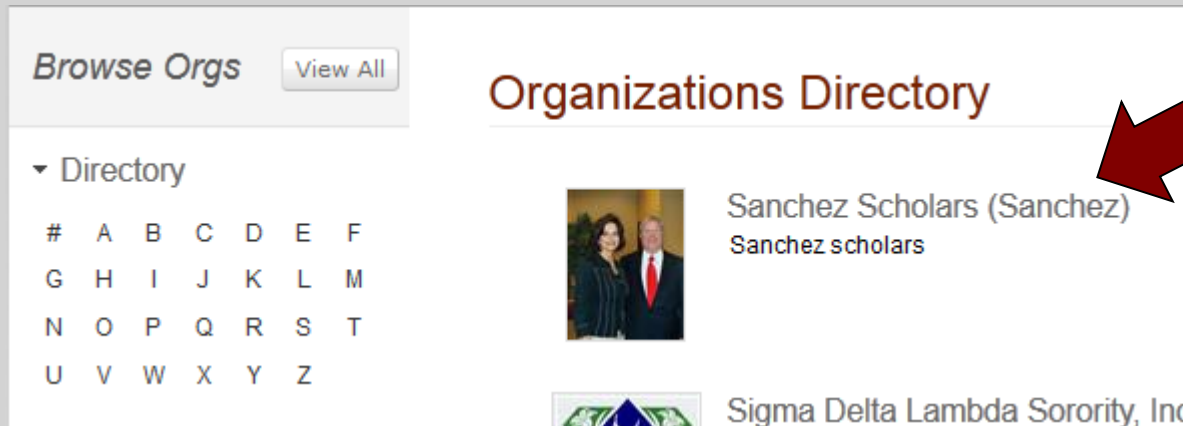
4. Once your profile is complete, click on Organizations.





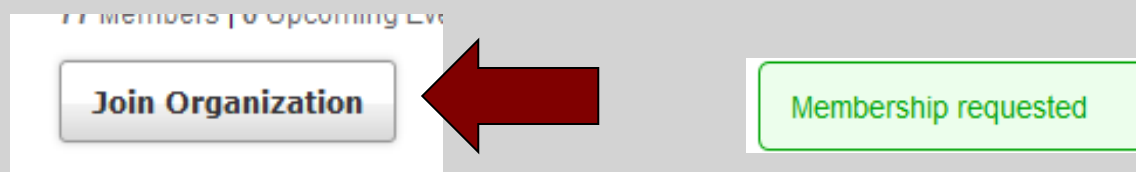
Collegiate Link (C-Link) - Membership

5. Find and click on Sanchez Scholars in the Organization Directory.



The screenshot shows the 'Organizations Directory' page. On the left, there is a 'Browse Orgs' section with a 'View All' button and a 'Directory' dropdown menu. Below the dropdown is an alphabetical index from A to Z. The main content area displays a list of organizations. The first entry is 'Sanchez Scholars (Sanchez)' with a small photo of two people and the text 'Sanchez scholars'. A large red arrow points to this entry. Below it is 'Sigma Delta Lambda Sorority, Inc' with a logo.

6. Click Join Organization.



The screenshot shows a close-up of the 'Join Organization' button. The button is grey with the text 'Join Organization' in black. A large red arrow points to the button. To the right of the button is a green box with the text 'Membership requested' in green.



Collegiate Link (C-Link) - Membership

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

Messages **1**

SUBJECT

Sanchez Scholars Program Membership Approved!

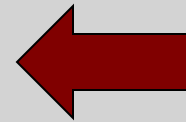


Approved Community Service Events

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](#)

ITALY PHOTOGRAPHY AND CRISMA
THAI AND GERMANY COMMUNICATIONS
ROME CHILD PSYCH AND COMMUNICATIONS
LONDON LEADERSHIP
MADRID CIVILIZATION
GREECE PSYCHOLOGY
MULTI-COUNTRY COMMUNICATIONS
ITALY ENGLISH AND PSYCHOLOGY

VOLUNTEER OPPORTUNITY
CHILDREN'S ADVOCACY CENTER
SUMMER CAMP ASSISTANCE
CLICK HERE FOR MORE DETAILS

VOLUNTEER OPPORTUNITY
3rd Annual 5K Run, Walk & Roll for Schools
to benefit the
Ruhe S. Cowi Rehabilitation Center
Saturday, June 21, 2014 at 8:00AM
North Central Park
1111 Lake Georgetown
\$10 (with Registration)
\$15 (with Registration)
For more information please call
(954) 722-2431

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.**

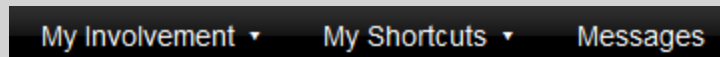
Deadline to sign-up: Friday, June 6, 2014.



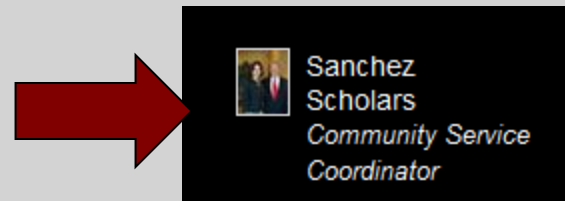
Submitting Your Service Hours

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 *My Shortcuts* on the top menu bar.



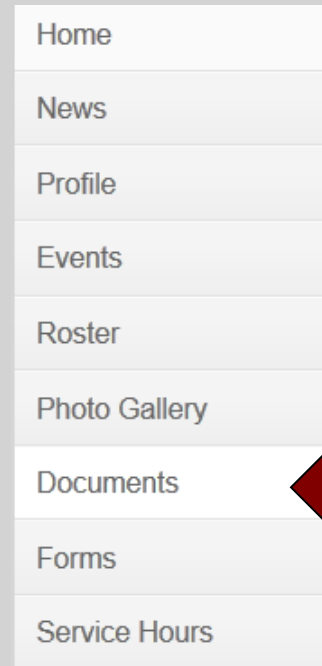
2. Click on Sanchez Scholars.





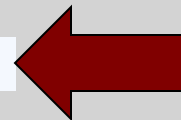
Submitting Your Service Hours

3. Click on Documents.



4. Click on the Link for the Time Sheet.

[Sanchez Scholars 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

A. R. Sanchez Scholars 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.

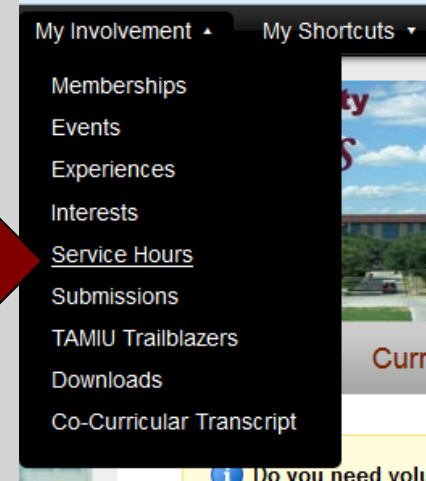
Signature of Community Service Verification Contact/Supervisor

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

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



6. Enter all information.

a. Organization

A screenshot of a web form for submitting service hours. The form has a header 'Organizations' with a dropdown menu. Below it are four input fields: 'Date' (with '12/10/2012' entered), 'Description' (empty), 'Duration' (with 'H:MM' entered), and 'Verification Contact' (empty). There are 'Clear' and 'Submit' buttons at the bottom right. Red arrows point to each field and the 'Submit' button from external labels.

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 school year, a report of service hours earned with Sanchez Scholars is submitted to the Sanchez Scholarship program advisor.
- 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 Sanchez Scholarship program advisor before the last day of class.



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