



Policies and Procedures  
Revised August 8, 2014

This document will provide direction for students, faculty, and staff who are interested in volunteer service hours.

Policies & Procedures

Volunteer Service Hours

Volunteer Service Hours are defined as all unpaid service activities sponsored by the Weppner Center for LEAD & Service Learning (WCLSL) Students Advocating

the below guidelines need to be pre-approved by the WCLSL for transcript purposes. not follow

- x The WCLSL offers students the opportunity to record their volunteer service hours to be posted and accredited on their transcript using NobleHour. Visit the WCLSL website, www.fau.edu/volunteer for instructions and specific NobleHour guides.
- x Students who meet the requirements may qualify to apply for and receive a Service Cord to be worn at time of graduation. Application and guidelines for earning a Service Cord may be found at www.fau.edu/volunteer.
- x For hours to post to the current semester, volunteer hours must be submitted through NobleHour. Hours completed in previous semesters will post in the semester in which they are approved and the student is enrolled. Students may not serve as the supervisor or sign on hours.
- x Volunteer service hours can be recorded for Student Government (SG) officials and staff who exceed their work hours. All SG officials and staff must have hours verified by the SG Advisor or designee. Hours that are required as part of the position (paid or unpaid) are not included as volunteer service hours (statute based hours for House Representatives; leadership training; etc.).
- x Volunteer service hours can be recorded for SG Program staff (i.e., Night Owls, Program Board, SAVI, etc.) who exceed their work hours. All SG Programs staff must have hours verified by the Program Advisor. Hours that are required as part of the position (paid or unpaid) are not included as volunteer service hours (training; meetings; etc.).
- x Meetings, tabling, trainings, orientations, event and program planning, and serving on an executive board or committee do not count as volunteer service hours under any circumstances.
- x Volunteer Service hours for Student Organization events may count the day of the event if the event provides direct service to a nonprofit organization. Philanthropic events



hosted by Student Organizations require approval from the WCLSL for earning volunteer service hours.

- x Students who have served at for-profit organizations in an unpaid capacity may submit those hours as volunteer service hours.
- x Volunteer service hours are not approved for services provided to business entities