



**FRATERNITY HOUSE, INC.**  
**SERVICE LEARNING**  
**POLICIES & PROCESURES**  
**SEMESTER/YEAR: \_\_\_\_\_**

**POLICY:** The facility shall implement and maintain an active, structured Service Learning Program. Recruitment of students will be performed every semester. Service learning students will be oriented, trained, supervised, evaluated, and recognized.

**PROCEDURES:**

1. Each student must complete an application to be kept on file at the Fraternity House, Inc. Administrative Office as well as attend and orientation/interview. This application must include all required attachments (i.e., confidentiality agreement, a copy of identification, copy of updated TB test results). The information from this file and the status of the individual will not be released to anyone outside of Fraternity House, Inc. without the knowledge and permission of the person.
2. Students must provide Fraternity House, Inc. with either a negative PPD (also known as Tuberculosis skin test) or a negative chest X-ray before beginning hours. If students wish to continue serving after completing their hours or complete another service learning semester at this site they must submit an updated TB test result.
3. Confidentiality is of the utmost importance at Fraternity House, Inc. All students must submit a Confidentiality Agreement covenant and respect the privacy of all residents, staff, volunteers, and service learning students.
4. Prior to beginning hours, all students will receive information regarding the following:
  - Basic information about HIV and AIDS.
  - The relationship between HIV and TB, thus, the importance of TB testing.
5. Fraternity House, Inc. maintains a zero tolerance policy regarding the use of alcohol, drugs or drug paraphernalia on Fraternity House, Inc. property. Any student found to be under the influence of alcohol or drugs while performing their duties or spending time with the residents will be dismissed from the Service Learning Program immediately. In addition, discussing alcohol or drugs with the residents, helping the residents obtain alcohol or drugs, or any other associated inappropriate behavior will result in immediate dismissal from the program.
6. Students must notify the staff when they will be completing their hours. Maintaining a regular schedule is preferred, but at a minimum the student should call ahead to notify the staff. Upon arrival, a student must notify a staff member of their presence and intent of their visit.
7. Students are required to sign in and out of the Volunteer Program Log-In binder (located at the house entrance) and track their hours using the established system.
8. Communication systems will be established and maintained to allow ongoing work supervision (i.e., meetings, verbal requests, etc.).

9. The Service Learning Supervisor will assist students in selecting projects and job duties that fit their skills, course objectives, and goals in a manner that benefits them and the organization.
10. An evaluation process shall be utilized to determine service learning satisfaction, job performances, and possible improvements to the program.
11. Students will be formally recognized once each semester and informally throughout each semester.
12. Through completing their hours with Fraternity House, Inc., students will hopefully discover how rewarding their service is. However, through the process of their service, they may encounter difficult situations. It is crucial that students seek advice and support from staff members, specifically their supervisor or Executive Director when difficult situations arise.
13. Fraternity House, Inc. values and appreciates all levels of diversity. Students may share their individual beliefs/opinions only at the request of a resident, staff member and volunteers/service learning students.
14. Students may terminate their service at any time during their time here. It is highly recommended though that students speak to their supervisor or Executive Director before doing so as a way to resolve any problems. If no resolution can be made, it is very favorable for the student to agree to participate in an exit interview with their supervisor.
15. The Service Learning Supervisor will utilize all documentation and procedures necessary to maintaining a structured program; this includes, but is not limited to, updated student database, current student information, regular outreach and recruitment events, regular assessment of needs and program's accomplishments, and communication between staff, students, and professors.