

### *A message from the President*

Westfield State College upholds a strong tradition of service. Students, faculty, and staff volunteer at every level, from local soup kitchens to national nonprofits. Service enriches our academic life, enlivens our team spirit, and connects us to our neighborhood and our world.

Now, the Commonwealth of Massachusetts is making it easier for many Westfield State College employees to pursue sanctioned volunteer activities in Massachusetts. The following information and guidelines for State Employees Responding as Volunteers (SERV) will help you determine how this program can help you help your community.

We are proud to be a part of this significant initiative. I applaud your good citizenship, and I hope you will take advantage of this opportunity to represent Westfield State as a SERV volunteer.

*Evan Dobbelle, President*

#### **What is SERV?**

SERV (State Employees Responding as Volunteers) is an employee benefit available as a result of Governor Patrick's Executive Order 479 which provides an opportunity for employees to give back to their communities by volunteering at approved nonprofit organizations.

#### **Who can volunteer?**

Upon written approval, college employees with at least six months of service may volunteer for up to one day per month (7.5/8.0 hours) for approved activities; part-time employees are eligible on a pro-rated basis. Seasonal, intermittent, and contract employees are not eligible. Upon approval, the one day per month may be broken into increments which do not exceed the 7.5/8 hours allowed.

#### **What types of volunteer activities are acceptable?**

Volunteer activities must take place in an accredited nonprofit organization or a public entity, such as a public school. Out-of-state organizations are not included and not all nonprofit agencies are on the state approved list for a variety of reasons. SERV volunteers cannot perform services which could be considered political or partisan or a promotion of religion. The four types of SERV activities are **Mentoring Programs, School Volunteer Programs, Foster Care Leave, and Community Service Leave**. Examples of activities and additional clarification can be found on the SERV quick link on the college's web page. If you have a particular agency in mind, you may check the listing on the SERV quick link or contact Ken Magarian at extension 5406.

#### **How can you volunteer?**

##### **1. Read the Guidelines**

Detailed guidelines are available on the SERV quick link on the college's home page.

##### **2. Contact the Nonprofit Organization**

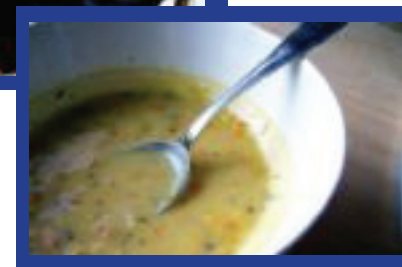
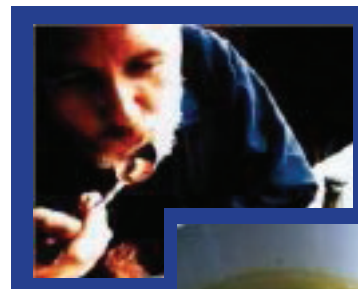
- Learn about volunteer opportunities schedules, training and experience requirements, background checks, and orientation.
- Check the listing of approved nonprofits on the SERV quick link on the college's homepage to make sure the organization is listed. Call Ken Magarian at extension 5406 if it is not listed.
- Check the SERV quick link to view Current Volunteer Opportunities.
- Register to volunteer by filling out the registration form on the SERV quicklink.

#### **3. Complete a SERV Request Form**

- Complete a SERV Program Leave Request form (available through the SERV quick link) and present it to your supervisor for signature.
- The request for approval should be submitted 30 days in advance of the volunteer work to accommodate scheduling. If the 30 days notice is not possible because of a more urgent need for volunteers, ask your supervisor if permission can be granted and have the form signed.
- All request forms must be submitted to human resources for review regardless of whether the supervisor has approved or not.

#### **4. Complete a SERV Verification Form**

- At the time the service is performed, have the Program Supervisor complete and sign the Verification of Volunteer Services Leave form.
- Both the request and verification forms must be submitted with the departmental time sheet to human resources
- Forms are available on the SERV quick link, or you may call Holly at extension 8192 to get paper copies.



**How do I record my absence from the college on my attendance sheet?**

The following leave codes are to be used only when the appropriate signed approvals are attached to the departmental timesheet. If you have questions about which code is appropriate, please call the payroll office (Deb Adams at extension 8141 or Deb Riley at extension 5794).

- CSV - Voluntary Community Service
- MEN - Voluntary Youth Mentoring Leave
- VLFOS - Voluntary Foster Care Paid Leave
- VSL - Voluntary School Leave

**Who do I contact for information or assistance?**

- For volunteer ideas and activities:  
Please contact Ken Magarian at extension 5406.
- For assistance with paperwork:  
Please contact Holly Robbins in human resources at extension 8192.
- For assistance with attendance codes:  
Please contact Deb Riley at extension 5794 or Deb Adams at extension 8141 in payroll.



*"We can only transform the Commonwealth one person at a time."*  
--Governor Deval Patrick

*"Planting the seeds of the joy of reading to youngsters in kindergarten is a delightful experience. Volunteering helps the teacher prepare for the next activity and you're rewarded by seeing the gleeful anticipation of your visit on the faces of the young people you inspire."*

--Holly Robbins, Volunteer

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Westfield  
State College

**S E R V**

State Employees  
Responding as Volunteers

Westfield State College  
EMPLOYEES VOLUNTEERING



Your help is needed ...