

JONES CENTER FOR LEADERSHIP & SERVICE

The Jones Center for Leadership and Service defines volunteer hours as non-compensated activities that are organized in partnership with a non-profit organization and *directly* benefit the larger public or external community, beyond the UTK campus.

NOTE: In all cases where a student is tracking more than 5 hours, a detailed timeline of activities must be included in the service details section of the tracking form.

An example might be:

"This service was conducted weekly over the entire month of August 2019 (3.5 hours each week). I volunteered every Thursday from 8:00-11:30 am in the Emergency Department. I mostly helped clean beds, work the reception desk, restock rooms, and consolidate wheelchairs. I volunteered a total of 4 times resulting in 14 hours of service."

The following activities CAN be logged for volunteer hours:

- Smokey's Pantry, Smokey's Closet, UT Gardens, recycling and clean-up projects through the Office of Sustainability, FUTURE, and other activities that benefit the larger external community. Other on-campus activities should be discussed with the JCLS staff prior to the activity, event, or program.
- Charitable Volunteerism:
 - VOLServe;
 - Organizationally-sponsored tutoring and mentoring (i.e.,: Big Brothers Big Sisters, Knoxville Leadership Foundation, programs through a local public school, etc.);
 - Volunteering at a hospital, animal shelter, free after-school and child care facility, or other educational and non-profit agencies;
 - Indirect service activities organized by or in collaboration with a non-profit organization that is completed off-site;
 - Providing pro-bono professional and/or medical services.
- Community Organizing:
 - Bipartisan political activities, such as working a voter registration drive but *not* working with a specific campaign or partisan agenda.
 - Community Building (i.e., community gardens; UT Recycling and Keep Knoxville Beautiful initiatives)
- Community-Engaged/Service-Learning Course activities that take place outside of the classroom (direct service hours only).
- Religious education (i.e., teaching Sunday School or Hebrew School) or volunteering at your place of worship.
- Volunteer-related break trips and VOLBreak trips:
 - Only the hours spent directly engaged in service should be tracked.
 - Time for travel to and from a service site or time sleeping overnight, eating, or socializing at a service site does not earn volunteer credit.
- Direct Philanthropy and Fundraising Activities:
 - Working a fundraising event, such as check-in, participant management and support, set-up, tear-down, etc.;
 - Directly participating with the population served by the organization, such as time spent with families and children during VOLthon.

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The following types of activities CANNOT be logged for volunteer hours:

- Donations of any type, including but not limited to money, supplies, clothing, food, blood, etc.
- Indirect Philanthropy and Fundraising Activities:
 - Attending meetings related to planning or organizing fundraising events, such as VOLthon, Relay for Life, etc.;
 - Attending a fundraising activity (including VOLthon or Relay for Life) but not engaging in direct service;
 - Running or walking in a 5K, walk, or race for charity;
 - Greek philanthropic events such as percentage nights or working a phone bank or other event to raise money for the national Greek organization or the organization's philanthropy.
- Projects completed with any for-profit organization/business, even if the work was unpaid. Any substantial activities of this kind should be pursued as an internship.
- Internships, clinicals, practicums, or field experience work in hospitals, clinics, or similar organizations. This includes time spend job shadowing and observing.
- Self-directed "projects" without the oversight of a supporting community organization, such as trash pick-up or recycling, tutoring for free, helping elderly neighbor with yard work, baby-sitting/pet-sitting for free for private individuals, etc.
- Activities completed for the benefit of a student organization or UT athletic team or department (i.e.,: tabling, being a student organization officer or departmental ambassador, Peer Mentoring, UT Sports Nutrition/Fuel Station, Sports Ambassadors, working a concession stand at a UT event, etc.).
- Participation in self-improvement workshops, clinics, conferences, or conventions.
- Helping with campus programs like I-House events, the Study Abroad Fair, EURECA, Career Fairs, or conference unless those activities directly serve a population beyond the UTK campus (i.e., nonprofit organizations, youth and team programs, etc.).
- Participating in a research project either as a participant (i.e., focus group) or a researcher (i.e., lab assistant).

While we encourage and value all types of service and volunteerism, only certain types of activities can be logged through the JCLS. The most important factor in determining an activity's qualification is whether it serves an unmet need in the community, preferably one identified by a community partner organization. The goal of these guidelines is not to exclude any meaningful or well-intentioned service but rather to provide a very basic framework for understanding volunteerism. If you have any questions, please contact us at leadserve@utk.edu.