

Student Service Record Program

*A program of the UWM Center for Community-Based Learning, Leadership, and Research:
Recognizing volunteer service during a student's collegiate career.*

The University of Wisconsin-Milwaukee strives to develop active citizens by promoting civic involvement and leadership in the community through service. Through the UWM Student Service Record (SSR) Program, students can track their service in a university-supported format and receive a certificate to be used alongside their academic transcript and resume.

Program Guidelines:

1. Getting Started-

Students interested in the Student Service Record Program must meet with a CCBLR staff member virtually. The purpose of this meeting is to distribute program materials, explain policies and procedures, and develop a plan for completion of service hours.

2. Finding a Service Site-

SSR participants must find a non-profit, school, or government agency service site to volunteer with. Participants may utilize our community partner list, find a service site on their own, or speak with a CCBLR staff member. Students must participate in regular service (once per month minimum) with an approved service site.

Due to the format of the SSR Program, service hours that *cannot* be logged include episodic volunteer events (except CCBLR sponsored events), partisan political activities, work for an on-campus student organization, work with an agency where the student receives course credit (with the exception of Service-Learning classes), work that is paid, or service that promotes religious ideas. This does not mean that participants cannot volunteer at a religious service site that provides a community service (ex: a food pantry in a church).

3. Completing a Memorandum of Understanding (MOU)-

After securing a position with a local non-profit agency students must fill out a Memorandum of Understanding and turn it in to the CCBLR office. Participants need one MOU for each agency they work with. All forms are available in the CCBLR office and are found on the resources page on our website.

4. Logging Hours-

Hours must be recorded on a paper timecard for verification purposes. Summer/Fall timecards are due December 1st and Winter/Spring timecards are due May 1st.

5. Requesting a Certificate-

Students will have to complete a minimum of 75 hours of volunteer work during their college career to receive a university-recognized Student Service Record Certificate. Once a participant is eligible, they can request a certificate by filling out a Certificate Request Form and returning it to the CCBLR office. Certificates can take up to two weeks to prepare. The SSR intern will notify the participant when their certificate is ready for pick-up.



6. Reflection Sessions-

Students will be required to attend 2 reflection sessions both in the fall and spring semesters. The reflection sessions will be different themes and all SSR participants must attend them virtually through blackboard collaborate ultra. The reflection sessions will create an opportunity for SSR participants to engage, collaborate, and reflect with one another. Through the reflection sessions, SSR participants will gain critical thinking skills and a strong sense of their own civic identity and responsibility as they are contributing to the greater good of the community.

7. SSR Program CANVAS Site-

Once students join the SSR Program they will be added to the SSR Program CANVAS support site. This support site will create a strong sense of presence in an online community for the SSR program participants. This support site will help keep members in the program engaged and connected with not only current volunteer opportunities, but with the UWM community as well.

Questions regarding the program can be directed to leader1@uwm.edu.

