

JH Scholarship Student Guide

Fall 2024 - Spring 2025, Edition 1 (04/26/24)

Current edition: siue.edu/diversity/soar/johnetta-haley-scholarship

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About the Johnetta Haley (JH) Scholarship

ELIGIBILITY, APPLICATION, AND VALUE

The Johnetta Haley (JH) Scholarship is designed to support students who are underrepresented in their anticipated fields of study. The SIUE admission application serves as the scholarship application (no additional materials need to be submitted). The tables below list additional eligibility criteria, scholarship amounts, and limits.

	First-Year Student	Transfer Student
Requirement for Eligibility (Only U.S. students are eligible.)	Cumulative 3.0 high school GPA (4.0 scale)	Cumulative 3.0 GPA in at least 24 transferable semester hours
Amount Per Semester	\$1,000	\$1,000
Semester Limit	8	4
Total Scholarship Amount	\$8,000	\$4,000

<i>If these same amounts were not received as scholarship funds, but as loans instead:</i>	First-Year Student (\$8,000 Loan)	Transfer Student (\$4000 Loan)
Payback Total (includes 6.8% interest)	\$10,687.51	\$4,548.93
Time to Repay (based on \$100/month payments)	8 years and 11 months	3 years and 10 months

ACCEPTANCE, RENEWAL, TERMS, AND CONDITIONS

Students who are offered the scholarship will accept it each semester as part of accepting their financial aid packages. The scholarship will be automatically renewed and credited to recipients' accounts for up to 8 semesters (4 semesters

for transfer students) so long as the requirements continue to be met (see the ["Requirements for Renewal" section](#) of this guide). There is no need to reapply. By accepting this scholarship, recipients agree to the terms and conditions of the scholarship detailed at siue.edu/financial-aid/types-of-aid/list-feed/johnetta-haley-scholarship.shtml.

REQUIREMENTS FOR RENEWAL

There are four requirements to continue receiving the Johnetta Haley Scholarship.

1. **Find, schedule, participate in, report, and receive final approval for a minimum of 12 hours of qualified community service experiences each semester** (excluding winter and summer sessions).
2. **Maintain full-time student status** by finishing each semester (excluding winter and summer sessions) with passing grades (A, B, or C) in at least 12 credit hours of classes (minimum of four 3-hour classes or equivalent).
3. **Finish each semester with a cumulative GPA of 2.9 or higher.**
4. **Register with the SOAR Office.** The SOAR Office tracks completion of the community service requirement and assists students in completing community service.
 - **Students new to SIUE (first-year and transfer students)** should register by completing the *JHS Student Info Form* on the [JHS Website](#).
 - **Continuing/Returning students** should watch for instructions from the SOAR Office for completing the *JHS Student Info Form* or verifying information on file. Instructions are sent via email on an as-needed basis.
 - **Recipients whose cell phone number changes** should immediately contact with the SOAR Office to update this information.

RECIPIENT RESPONSIBILITIES

Johnetta Haley Scholarship Student Guide

The *Johnetta Haley Scholarship Student Guide* (this document) contains all requirements, policies, procedures, and specifications governing community service for the Johnetta Haley Scholarship.

- **JH Scholarship recipients are responsible for promptly reading and ensuring thorough understanding of this guide** and subsequent changes/updates to this guide. All questions are welcome and should be directed to the SOAR Office (see ["Contact Information and Websites"](#)).
- **Exceptions will not be made on the basis of a recipient's lack of awareness or misunderstanding** of any requirement, policy, procedure, or specification.
- **All requirements, policies, procedures, and specifications are subject to change at any time.** The most recent version of this guide will be posted on the [JHS Website](#). The SOAR Office will notify recipients of any changes/updates to this guide.

Email Responsibilities

Email is used as the primary method of communication regarding the JH Scholarship. It is recommended that all students check their SIUE email daily.

Each JHS recipient is responsible for:

1. **Promptly addressing any technical issues** related to logging in and using SIUE email by contacting SIUE ITS. ITS provides free assistance to SIUE students, 24/7, with email, computer, and other technology issues (see ["Contact Information and Websites"](#)).
2. **Notifying the SOAR Office immediately** if the recipient does not receive the first issue of the *JHS Newsletter* by end of the first week of the semester, stops receiving the newsletter during the semester, or is experiencing other issues with receiving the newsletter (see ["Contact Information and Websites"](#)).
 - **WARNING:** Clicking the "Unsubscribe" link at the bottom of any email sent from SIUE may cause the recipient to also be unsubscribed from the *JHS Newsletter*. **It is recommended that students do not unsubscribe from any emails sent from SIUE and do not block any SIUE staff/department email addresses.**
 - **Each issue of the *JHS Newsletter* can also be viewed on the [JHS Website](#).** Therefore, no exceptions will be made to any requirement, policy, procedure, or specification on the basis of a recipient not receiving the *JHS Newsletter* email(s).
3. **Promptly and thoroughly reading all JHS-related email** to avoid missing information such as:
 - Info about pre-qualified community service experiences.
 - Tips, strategies, and frequently asked questions about community service.
 - Community service progress updates, goal/deadline reminders, and confirmation of completion.
 - Notices of final approval decisions for community service reports.

- Notification of any notices sent from SOAR to Financial Aid regarding incomplete community service.
 - Scholarship probation and/or suspension notification(s), if any.
 - Instructions for registering with SOAR and/or verifying information on file.
 - Notification of changes/updates to the *JHS Student Guide*.
 - JHS news and announcements.
4. **Promptly responding to any JHS-related email that:**
- Requests a response.
 - Appears to contain inaccurate information.
 - The recipient does not fully understand or finds confusing. All questions are welcome and should be directed to the sender of the email.
5. **Communicating clearly and in a professional manner.** Read and use the *JHS Email Guidelines* (on the [JHS Website](#)) to develop professional and effective email skills.

PROBATION, SUSPENSION, AND APPEALS

1. **A recipient will be placed on probation** in the event that they do not meet one or more of the semester requirements for renewal. Recipients continue to receive scholarship funds while on probation. Probation does not end.
2. **A recipient's scholarship will be suspended** if the recipient has a second semester in which one or more of the requirements for renewal is not met. The student will not receive scholarship funds while the scholarship is suspended.
3. **A recipient whose scholarship is suspended may request reinstatement of the scholarship by filing an Institutional Scholarship Appeal** through SIUE Student Financial Aid (see "[Contact Information and Websites](#)").
 - It is recommended that appeals be filed as soon as possible after the semester grades have been finalized.
 - If the recipient's cumulative GPA is below 2.9, the student will need to file an appeal each semester until the cumulative GPA is repaired to 2.9.
 - **If a recipient's appeal is approved after the start of a semester, the student should immediately email jhscholar@siue.edu in order to receive important information about the student's requirements for renewal for the semester.**

GRADUATE RECOGNITION

To graduate as a Johnetta Haley Scholar and receive a stole (see photo) to wear during commencement:

- **Spring/Summer (May) Graduates** must have received JH Scholarship funds for their final spring semester (graduation semester).
- **Fall (December) Graduates** must have received JH Scholarship funds for their final fall semester (graduation semester).

Recipients who exhaust the scholarship (use 8 semesters, 4 semesters for transfer students) and do not receive funds for their final semester are eligible to graduate as Johnetta Haley Scholars and receive stoles so long as they maintain a 2.9 cumulative GPA through the beginning of their graduation semester.



Community Service

THREE IMPORTANT FACTORS FOR COMMUNITY SERVICE SUCCESS

Community service is a great opportunity - not only are you helping meet needs in the community and growing as an individual, but it's also like you're earning **\$83.33/hour** in scholarship money! Don't miss out on all the benefits - the following recommendations will help you complete your community service on time.

1. Make Sure You Know How Things Work

If you don't have a clear understanding of how things work before you begin community service, you will cause yourself a great deal of unnecessary stress and frustration. Make sure you read this entire guide! If you don't understand something, contact the SOAR Office immediately (see "[Contact Information and Websites](#)").

2. Start Scheduling Service Hours Now!

Most students who struggle to complete community service usually do so because of procrastination. The effects of procrastination are made worse by the tendency for there to be fewer qualified community service experiences available toward the end of each semester while the number of students seeking them increases. Students also tend to be busier with class work in the last half of the semester and have less time for community service. Prevent stress - start planning early and plan to finish early!

Complete up to 24 hours of community service over Summer Break if possible. Those hours will fulfill the requirements for both the upcoming Fall and Spring semesters. Community service experiences do not have to be completed in the Edwardsville area. Since qualified on-campus experiences are limited, students who will not have a vehicle on campus should complete service over the summer if transportation is more readily available. NOW is the time to start looking for and scheduling these experiences, but finish reading this guide before you begin!

3. Don't Wait to Ask for Help - The Earlier the Better!

The SOAR Office is committed to helping students complete the community service requirement and always welcomes questions and requests for assistance. Contact us as soon as a question arises or you start to feel stuck (see ["Contact Information and Websites"](#)). Waiting to reach out could limit our ability to help you!

COMMUNITY SERVICE REQUIREMENTS

All recipients of the Johnetta Haley Scholarship are required to find, schedule, participate in, report, and receive final approval for a minimum of 12 hours of qualified community service experiences each semester (excluding winter and summer sessions). For deadlines, see the ["Qualified and Excluded Experiences" section](#) of this guide.

Exceptions to any requirement, policy, procedure, or specification related to community service are at the discretion of SOAR Office (see ["Contact Information and Websites"](#)).

Qualified Community Service Experience Overview

To qualify as community service for the JH Scholarship, an experience must meet ALL qualification specifications and must not be excluded, per the ["Qualified and Excluded Experiences" section](#) of this guide.

Scholarship recipients are responsible for ascertaining whether or not an experience qualifies as community service for the JH Scholarship.

- This will require learning about the experience and referencing the ["Qualified and Excluded Experiences" section](#) of this guide. See ["Road Map - STEP 1: Finding and Scheduling Qualified Experiences"](#) for additional guidance.
- All questions are welcome and should be directed to the SOAR Office (see ["Contact Information and Websites"](#)).
- Final approval decisions will not be made on the basis of a recipient's lack of awareness or misunderstanding of qualification and exclusion specifications and/or failure to adequately research experiences prior to committing to and/or participating in the experience.

Reporting and Final Approval Process Overview

Within 2 weeks of participating in a community service experience, recipients are expected to report that experience through the online JHS Community Service Experience Report Form. Failure to carefully follow the instructions outlined in the ["Road Map - STEP 3: Reporting" section](#) of this guide may result in denial of final approval.

Each experience report is reviewed by SIUE staff and is granted final approval (designated "approved") or is rejected (designated "denied"). See the ["Road Map - STEP 4: Final Approval" section](#) of this guide for additional information.

QUALIFIED AND EXCLUDED EXPERIENCES (SPECIFICATIONS)

The Formula for Qualified Community Service Experience Hours:

- [Qualified Participation and Reporting Dates \(A\)](#)
- + [Qualified Responsible Organization Type and Supervisor \(B\)](#)
- + [Qualified Objective \(C\)](#)
- [Excluded Time and Tasks \(D\)](#)

Qualified Community Service Experience Hours
(Eligible for final approval so long as not excluded in [E - I](#) in this section of this guide.)

A) Qualified Participation and Reporting Dates

JHS community service work is required to be performed and reported/submitted during a specified time frame.

- **To be applied to the Fall 2024 requirement**, community service work must be performed and reported May 4 - December 2, 2024. **The deadline is 11:59 p.m. on December 2.**
- **To be applied to the Spring 2025 requirement**, community service work must be performed and reported December 14, 2024 - April 21, 2025 (11:59 p.m.). **The deadline is 11:59 p.m. on April 21.**

Date Performed and Reported	Applied To	Notes
May 4, 2024 - December 2, 2024	Fall 2024	Approved hours in excess of 12 will roll over to Spring 2025.
December 3 - 13, 2024	Will not be applied	Hours performed/reported during this period will NOT be applied to JHS requirements. Use this time to concentrate on preparing for final exams and completing final projects.
December 14, 2024 - April 21, 2025	Spring 2025	Excess hours will NOT roll over to Fall 2025.
April 22, 2025 - May 9, 2025	Will not be applied	Hours performed/reported during this period will NOT be applied to JHS requirements. Use this time to concentrate on preparing for final exams and completing final projects.

B) Qualified Responsible Organization Types and Supervisors

To qualify as JHS community service work, an experience must have a qualified "responsible organization."

The responsible organization is the organization that is in control and in charge of, and ultimately responsible for, a community service experience. To be qualified, the responsible organization is required to be one of the following organization types. Exclusions and limitations apply (see ["Other Exclusions and Limitations"](#) in this section of this guide).

- Non-profit/not-for-profit organization
- SIUE department or organization
- Civic or government entity
- Public school or public library
- Hospital, long-term residential care facility/nursing home, rehabilitation center, hospice, or home healthcare company

JHS community service work is required to be supervised by someone who is associated in an official capacity with #1 or #2:

1. The responsible organization (as defined above).
2. A secondary group (such as a student organization, fraternity/sorority, church group, etc.), with which the recipient volunteered, that participated in the experience organized by the responsible organization. The secondary group does not have to be a qualified organization.

This supervisor must also:

- Be able to verify the recipients' community service report(s) upon request from SIUE staff.
- Not be a member of the recipient's family.

C) Qualified Objectives

JHS community service work is required to contribute to at least one of the two following objectives. Exclusions and limitations apply (see ["Other Exclusions and Limitations"](#) in this section of this guide).

1. **Work with a Basic Human Need Objective** helps meet a basic human need or solve a related problem. Basic human needs include proper nutrition/food, clean water, clean air, protective shelter/housing, protective clothing, healthcare (physical/mental), basic sanitation and hygiene supplies, safety from harm (physical/mental), and employment/other means of financial security. Examples of related community service include but are not limited to the following.
 - Fighting food insecurity by working at a food pantry or soup kitchen
 - Cleaning up pollution/litter
 - Packaging necessities and/or delivering them to the homeless or low-income individuals/families
 - Helping to control the stray animal population by working at an animal shelter
 - Fighting isolation by spending time with or writing letters to the elderly, those with isolating health conditions, or those who just need to talk during stressful or lonely times
2. **Work with an Educational Objective** helps meet an educational need or solve a related problem. Educational community service contributes to the acquisition of knowledge, development of reasoning and

judgment, and general intellectual preparation for life (<http://dictionary.com/browse/education>). Beyond academics, educational community service can include helping others acquire the “knowledge, skills, and attitudes to develop healthy identities, manage emotions and achieve personal and collective goals, feel and show empathy for others, establish and maintain supportive relationships, and make responsible and caring decisions” (<https://casel.org/fundamentals-of-sel/>).

Examples of related community service include but are not limited to the following.

- Teaching/Tutoring
- Mentoring
- Assisting students with disabilities with educational tasks such as note-taking and test-taking
- Assisting with SIUE career fairs
- Contributing to the preservation of history or nature

D) Excluded Time and Tasks

The following do not qualify as JHS community service and must not be included in reported hours.

- Time spent organizing/planning/promoting an organization or event (including attending meetings and recruiting volunteers)
- Time spent training, practicing, or preparing for future service opportunities
- Time spent traveling to or returning from a service location
- Meal breaks or other break times
- “Off-duty” or “on-call” time
- Time spent finding, scheduling, or reporting experiences or gathering needed information for reports

E) Excluded Self-Benefit Experiences

The following do not qualify as JHS community service and will not be approved.

- Work for which the recipient receives pay, a stipend, or scholarship (not including Johnetta Haley Scholarship)
 - If a recipient is employed by a non-profit/not-for-profit organization (that is not a civic/government entity, public school or library, SIUE department/organization, hospital, long-term residential care facility/nursing home, rehabilitation center, or hospice) the recipient may, with their supervisor’s permission and verification, complete work that is not part of the employee/recipient’s regular job duties (and is otherwise qualified community service work) without pay, as JHS community service.
- Work that the recipient is required to do for class or to earn a degree
- Work done as part of a job shadowing or internship experience (whether paid or unpaid, required or not required)
- Work with the primary purpose of promoting, raising awareness of, or recruiting members for an SIUE student organization
- Work done through an SIUE student organization that primarily benefits students within the same organization
- Work focused on meeting a need or solving a problem only for the recipient’s own family or friends

F) Excluded Philanthropy/Fundraising Experiences

The following do not qualify as JHS community service and will not be approved.

- Acts of philanthropy (donating blood, money or other items)
- Asking others for donations or collecting money or items
- Selling items or making/preparing items to be sold to raise money
- Helping in any capacity with a fundraising event or effort

G) Excluded Personal Belief Experiences

The following do not qualify as JHS community service and will not be approved.

- Work done as part of an experience created/organized by a political organization, campaign, or group
- Work that in any way promotes or raises awareness of a political candidate, legislative measure, public policy, or other such issue
- Any experience that includes picketing/protesting, asking people to sign petitions, or talking about/distributing materials about a political candidate, legislative measure, public policy, or other such issue
- Time spent helping (in any capacity) with a campaign/protest event or effort
- Work done as part of an experience created/organized by a faith-based/religious/spiritual organization, school, or church
- Work that in any way promotes or raises awareness of a faith, religion, spiritual belief/teaching/practice, or deity/leader of such

- Any experience that includes teaching about, talking about, or distributing materials about a faith, religion, spiritual belief/teaching/practice, or deity/leader of such
- Time spent helping (in any capacity) with an effort to gain more adherents to a faith, religion, spiritual belief/teaching/practice, to facilitate the practice such, or to edify current adherents/practitioners

H) Excluded Business Experiences

The following do not qualify as JHS community service and will not be approved.

- Work done as part of an experience created/organized by a business or for-profit organization/group/individual (including daycare/childcare centers, in-home daycare/childcare, and private schools)
- Work that in any way promotes or raises awareness of a business or for-profit organization/group/individual
- Time spent helping (in any capacity) with an effort to gain more clients/customers or sales for a business or for-profit organization/group/individual.

I) Other Exclusions and Limitations

It is highly recommended that recipients contact the SOAR Office (see ["Contact Information and Websites"](#)) prior to committing to or participating in:

- **Work performed through a civic or government entity.** The recipient's work must benefit the public. The recipient's primary tasks must not be regular job duties of an entity's employee.
- **Work performed through a public school or city/community sports team/program.** The recipient's work must have an educational objective and directly benefit and include frequent interaction with the team/program athletes. College, semi-professional, professional, private, select, club, and adult sports teams are excluded organizations.
- **Work performed through a public school or public library, with a basic human need objective.** The recipient's primary tasks must not be regular job duties of a school/library employee.
- **Work performed through a public school or public library, with an educational objective.** The recipient's work must directly benefit and include frequent interaction with school students or library patrons. The recipient's primary tasks must not be regular job duties of a school/library employee.
- **Work performed through an SIUE department or organization.** The recipient's primary tasks must not be regular job duties of an SIUE employee.
- **Work performed through a hospital, long-term residential care facility/nursing home, rehabilitation center, hospice, or home healthcare company.** The recipient's work must directly benefit and include frequent interaction with patients/residents. The recipient's primary tasks must not be regular job duties of a company employee. Prior permission from the SOAR Office is required for work performed through a home healthcare company due to potential time keeping and supervision problems.

The following are excluded.

- Fostering a stray animal is excluded due to time keeping and supervision problems.
- Adopting a stray animal is excluded as a self-beneficial experience.

View the names of specific organizations and experiences that are excluded in the [JHS Community Service Experiences Catalog](#) on the [JHS Website](#).

ROAD MAP - STEP 1: FINDING AND SCHEDULING QUALIFIED COMMUNITY SERVICE EXPERIENCES

Schedule twelve hours of qualified community service experiences as soon as possible. Having your "game plan" together early will help you to meet the community service requirement and prevent a lot of stress!

Scheduling Strategies and Considerations

- **Start now!**
 - Students who delay in scheduling usually struggle or are not able to complete the community service requirement, which results in scholarship probation/suspension and possible loss of scholarship money.
 - The qualified experiences that are the easiest to find and schedule tend to fill up quickly.
 - You will have less time for finding and scheduling community service as each semester progresses.
- **Plan to finish early!**
 - Planning to finish all your community service experiences early means you will be leaving yourself time in case your community service doesn't go as planned. You could get sick and have to miss a scheduled experience. An experience could get canceled. If anything like this happens, you will need to find, schedule, participate in, and report an additional experience(s) before the deadline.

- Planning to finish early means you will also be leaving yourself time in case you make a mistake during the reporting process and are given permission to resubmit a report(s) before the deadline.
- Planning to finish early means you will be able to focus your time and energy at the end of the semester on final projects and exams.
- **Complete up to 24 hours of community service over Summer Break if possible.** Those hours will fulfill the requirements for both the upcoming Fall and Spring semesters.
 - Community service experiences do not have to be completed in the Edwardsville area.
 - Since qualified on-campus experiences are limited, students who will not have a vehicle on campus should complete service over the summer if transportation is more readily available.
- **Community service can also be completed over Fall Break, Winter Break, and/or Spring Break. CAUTION:** While Fall and Spring Break are great times to do community service, it is recommended that you don't schedule all your hours to be completed during a semester break. You could get sick and have to miss a scheduled experience. An experience could get canceled. If anything like this happens, you will need to find, schedule, participate in, and report an additional experience(s) before the deadline. There is usually not much time to do this between Fall/Spring Break and the semester deadline.
- **The date of a community service experience determines to which semester those hours will be applied.** Make sure you check the "Qualified Participation and Reporting Dates" in the "[Qualified and Excluded Experiences](#)" section of this guide.

Using the *JHS Community Service Notes* Page

Before you start scheduling community service experiences, print off a few copies of the *JHS Community Service Notes* page (next page). If you are not able to print copies, free copies are available in the SOAR Office. A fillable PDF version of the *Notes* pages is also available on the [JHS Website](#).

The *Notes* pages guides you in recording important info you will need to participate in the experience and to later report the experience. It is also designed to help you avoid mistakenly scheduling unqualified community service experiences.

When You Find a Qualified Experience

- **If online sign-up is available**, view the schedule and sign up for shift(s) immediately. Shifts tend to fill quickly. If you have questions, contact the organization directly.
- **If online sign-up is not available**, immediately make direct contact with the organization to schedule service hours.
- **If you contact an organization and do not get a response after a few days**, make contact again. Try a different communication method (email, phone, website, etc.). Be persistent in following up, yet remain courteous. When emailing, follow the *JHS Email Guidelines* (on the [JHS Website](#)) for professional and effective email communication.
- **When you schedule an experience, start filling out a copy of the *JHS Community Service Notes* page for the experience.** For pre-qualified experiences, you may find much of the needed information in the *JHS Newsletter* or the *JHS Community Service Experiences Catalog* (on the [JHS Website](#)). It is okay if you do not have the answers to all the questions on the *Notes* page at this time. You can bring the page with you to the experience to collect missing information.
- **If you will be doing additional work through the same responsible organization within two weeks of the first experience start date, please combine your time on one *Notes* page and report the combined time on the same *JHS Community Service Experience Report Form*.** The definition of a "responsible organization" is explained in the "[Qualified and Excluded Experiences](#)" section of this guide. The reporting process is further explained in the "[Road Map - STEP 3: Reporting](#)" section of this guide.
- **Copy the details of all scheduled experiences to your planner**, calendar, phone, or wherever you keep track of your schedule/appointments.

Finding Pre-Qualified Experiences

Pre-qualified experiences have been reviewed by the SOAR Office and meet the JHS community service specifications.

1. **Read the "Pre-Qualified Experiences" section of the *JHS Newsletter* (sent to your SIUE email account each Wednesday when class is in session).** Experiences listed here usually offer online sign-ups and are often the easiest experiences to add to your schedule. However, space is limited and volunteer slots fill quickly, so **do not rely on the newsletter as the only place you look for community service experiences!**
2. **Contact pre-qualified organizations.** The *JHS Community Service Experiences Catalog* lists organizations that provide community service experiences that meet the JHS community service specifications. Start contacting pre-qualified organizations now to schedule community service hours that fit in to your schedule. Links to the *JHS Community Service Experiences Catalog* are included in the *JHS Newsletter* and on the [JHS Website](#).

JHS Community Service Notes

Fall 2024 - Spring 2025, Edition 1 (04/26/24) | Current edition: siue.edu/diversity/soar/johnetta-haley-scholarship

Use this page to record information about your service. Report your hours on the Get Involved website within **2 weeks** of the experience start date.

See the [JHS Student Guide](#) for current reporting instructions: siue.edu/diversity/soar/johnetta-haley-scholarship

If you do not know the answer to any of the questions below, find the information before reporting the experience. Failure to provide complete and accurate information may cause a delay or denial of final approval.

DO NOT INCLUDE IN TOTAL HOURS:

- Time spent organizing/planning/promoting an organization or event (including attending meetings and recruiting volunteers)
- Time spent preparing, training, or practicing for service
- Time spent traveling to or returning from a service location, meal breaks or other break times, "off-duty" or "on-call" time
- Time spent finding, scheduling, or reporting experiences or gathering needed information for reports

Experience Name: _____

What is the OFFICIAL name of the event at which you will work/worked? If it is/was not a specific event, please create an experience name based on your volunteer title or the specific work you will do/did. Do not use abbreviations.

1. Is this a pre-qualified experience listed in a recent issue of this semester's [JHS Newsletter](#) or in the current [JHS Community Service Experiences Catalog](#)? Yes (Skip question #2.) No

2. Is this an excluded experience? See the [JHS Student Guide](#). No Yes (STOP - This experience is not qualified.)

3. Responsible Organization Name: _____

What is the OFFICIAL name (do not use abbreviations) of the organization that is/was in control and in charge of, and ultimately responsible for this experience? If you will go/went with a secondary group (such as a student organization, fraternity/sorority, church group, etc.), to participate in an experience for which a different organization is responsible, provide the name of the responsible organization above (not your secondary group). Please record the official name of the secondary group here (if any): _____

4. Responsible Organization Type: What category best describes the responsible organization named above?

- Non-profit/not-for-profit organization SIUE department or organization Civic or government entity
 Hospital, long-term residential care facility/nursing home, rehabilitation center, hospice, or home healthcare company
 Public school or public library None of these (STOP - This experience is not qualified.)

5. Objective: Which objective best describes the work you'll do/did? See the [JHS Student Guide](#) for definitions and examples.

- Basic Human Need Objective Educational Objective Both objectives Neither (STOP - This experience is not qualified.)

6. Experience Start Date: _____

7. End Date: _____

8. Total Hours for This Time Period: _____

Work performed/reported May 4 - December 2, 2024 will be applied to Fall 2024. Approved hours in excess of 12 will roll over to Spring 2025.
Work performed/reported December 14, 2024 - April 21, 2025 will be applied to Spring 2025. Excess hours will NOT roll over to Fall 2025.

9. URL(s): _____

Please provide website address(es) (URLs) where we can find more information about the responsible organization and this experience.

10. Service Location: _____

Please list as much information as you can find regarding the location name, street address, city, state, and zip code of the experience work location.

11. Work tasks completed as part of this experience: _____

If you will be participating in similar experiences, note important differences here, such as specific class section(s) and date(s) for SIUE ACCESS note-taking, or names of those to whom you wrote letters for letter-writing, etc.

12. Population(s) helped by this experience: _____

A population is a group of people with one or more things in common, such as age range, race/ethnicity, sex, gender identity, income level, home location/homelessness, etc.

13. Qualified Supervisor Name (Not a family member): _____

This person should be able to verify your hours for this experience and should be associated in an official capacity with the responsible organization or secondary group named above.

14. Responsible Organization **OR** Secondary Group

15. Supervisor's Phone: (____) ____ - ____

16. Supervisor's Job/Volunteer Title (Not Mr., Ms./Mrs./Miss, Dr., or Boss): _____

17. Supervisor's Email Address: _____

Date Report Submitted on Get Involved:

Approved or Denied?

Approved Hours:

Finding Other Qualified Experiences

You are not limited to pre-qualified experiences and organizations. Community service also does not have to be completed through or affiliated with SIUE. Experiences that are not pre-qualified must still qualify, or meet ALL of the JHS community service specifications outlined in the [“Qualified and Excluded Experiences”](#) section of this guide. Before you start scheduling community service experiences, make sure you understand the specifications. Make sure community service experiences qualify before you commit to or participate in them.

- **Do not schedule experiences through excluded organizations.** View the names of excluded organizations in the *JHS Community Service Experiences Catalog* on the [JHS Website](#).
- **If you wish to repeat an experience that you received final approval for in a previous semester, you must ensure that the experience:**
 - Meets ALL the current specifications.
 - Is not now excluded.
- **You may contact Erin Myers in the SOAR Office** (see [“Contact Information and Websites”](#)) for help determining whether or not an experience is qualified or for help finding qualified community service experiences.

You may find community service experiences through:

- **Events on the *Get Involved at SIUE Website*:** View upcoming events, some of which may qualify as community service, in the Events section of the *Get Involved at SIUE Website* (getinvolved.siu.edu/events). You must be signed in to view all events and RSVP (sign up) for events (see the [“Road Map - STEP 3: Reporting”](#) section of this guide for sign-in instructions). **CAUTION:** Not all events listed on this site qualify as JHS community service experiences.
- **SIUE Student Organizations:** Many student organizations perform community service on a regular basis throughout the year. Join organizations that interest you to stay up-to-date on the community service experiences they offer. View a list of SIUE student organizations in the Organizations section of the *Get Involved at SIUE Website* (getinvolved.siu.edu/organizations). You must be signed in to view all events and RSVP (sign up) for events (see the [“Road Map - STEP 3: Reporting”](#) section of this guide for sign-in instructions). If you click the “Join” button, but don’t hear back from the organization, reach out to its officers (listed on the organization’s Get Involved page). **CAUTION:** Not all student organization events qualify as JHS community service experiences.
- **Instructors and Professionals:** Ask class instructors and professionals working in fields that interest you about service experiences related to their career field or area of study. **CAUTION:** Instructors, professionals, and others may not know about the JHS community service specifications and may refer you to organizations or experiences that do not qualify as JHS community service experiences.
- **Communities:** Search for qualified experiences in the communities around you. Take a little time to think about experiences that will help you grow personally and professionally. How can your developing skills be used to help meet needs or solve problems in the communities around you? Search for experiences related to your interests. What is your major? What are your personal and professional goals? Search for experiences that will impact the community. What will change because of your work? Why is the work important? Search for experiences that will impact you. Are you stepping outside of your comfort zone? What do you hope to learn from the experience? If you have an idea about where or how you want to serve, there is most likely an organization with which you can partner. Ask friends or family, or do Internet search to find experiences that interest you. **CAUTION:** Other people may not know about the JHS community service specifications and may refer you to organizations or experiences that do not qualify as JHS community service experiences. Not all non-profit experiences found on the Internet qualify as JHS community service experiences.

Virtual Community Service

Virtual community service offers greater flexibility in where and when service is performed.

- Virtual experiences are ideal for students who do not have access to transportation, students who have disabilities or health/mobility challenges that make traditional service impractical or burdensome, and students whose schedules do not allow time for scheduled community service.
- **A list of pre-qualified virtual service experiences is available in the *JHS Community Service Experiences Catalog* on the [JHS Website](#).**

ROAD MAP - STEP 2: RECORD-KEEPING AND PARTICIPATION

Record-Keeping Responsibilities

You are responsible for keeping detailed records of your community service experiences.

- **When you participate in an experience, take the *JHS Community Service Notes* page you started for the experience with you** (see the [“Road Map - STEP 1”](#) section of this guide). Ask the supervisor of your experience for any missing information you need to complete the *Notes* page. Be sure to thank them for helping you.
- **For note-taking through SIUE ACCESS**, be sure to record the specific class name/section(s) and class date(s) for the time frame covered by the *Notes* page. Record class time spent taking notes as well any out-of-class time spent preparing notes to be turned into ACCESS/given to the student(s) who you are serving.
- **For letter-writing experiences**, be sure to record the names of the people to whom you wrote and sent letters during the time frame covered by the *Notes* page.

Participation Responsibilities

- **Be sure not to miss scheduled community service**, as you may not be able to reschedule it. When you schedule an experience, copy the details to your planner, calendar, phone, or wherever you keep track of your schedule/ appointments.
- **If you do have to miss scheduled community service**, or need to arrive later/leave earlier than scheduled, you are responsible for contacting the organization as soon as possible so the organizer has time to adjust their plans.
 - If you signed up online, remove your name from the sign-up sheet so the slot may be utilized by another person.
 - When emailing, follow the *JHS Email Guidelines* (on the [JHS Website](#)) for professional email communication.
- **As a student, you are a representative of SIUE.** Please conduct yourself in a professional and compassionate manner throughout every community service experience.
 - Wear clothing and shoes that are appropriate for the environment/weather in which you will be serving and the work you will be doing. Casual attire is acceptable, but should be modest and not display potentially offensive language or images.
 - Plan to arrive at least 5 minutes early to the experience. Give yourself more time if you might need it to find the location and/or park.
 - Remember that your purpose is to serve others. Silence your cell phone. Stay on task.
 - If you encounter a problem or conflict, please speak privately with the supervisor of your experience. In every situation, always use respectful language and refrain from cursing.
 - The people you are serving may be very different from you. Try to understand and celebrate those differences. Treat everyone with kindness and respect.

ROAD MAP - STEP 3: REPORTING

Report Experiences Promptly

Within 2 weeks of participating in a community service experience, report that experience through the online *JHS Community Service Experience Report Form*. Please do not wait until the deadline is looming to report your hours.

Report your hours within 2 weeks to:

- Ensure you don't forget or run out of time to report your hours before the deadline.
- Have the experience fresh in your mind as you answer the reflection questions on the *Report Form*.
- Help the SOAR Office track your progress, send you accurate progress updates, and provide appropriate support.

Don't Submit More Forms Than Needed

If you will be doing additional work through the same responsible organization within two weeks of the first experience start date, please combine your time on one *Notes* page and report the combined time on the same *Report Form*. Grouping your service (for the same responsible organization) into 2-week time periods decreases the number of times you submit the *Report Form*, saving you time. This also decreases the number of reports that SIUE staff review and helps speed up the final approval process for everyone. The definition of a “responsible organization” is explained in the [“Qualified and Excluded Experiences”](#) section of this guide.

Reporting Instructions

Failure to carefully follow the instructions outlined in this section may result in denial of final approval. **For help with issues related to reporting hours, contact Erin Myers in the SOAR Office** (see [“Contact Information and Websites”](#)).

- **Before you submit the *Report Form*, finish filling out the *JHS Community Service Notes* page for the experience.** See the [“Road Map - STEP 1”](#) and [“Road Map - STEP 2”](#) sections of this guide for details. You will not turn in *Notes* pages, but will use them to complete the *Report Form*. Save them for your records. If you do not know the answer to any of the questions on the *Notes* page, find the information before you start the *Report Form*. **Failure to provide complete and accurate information may cause a delay or denial of final approval.**

- For deadlines, see “Qualified Participation and Reporting Dates” in the [“Qualified and Excluded Experiences” section of this guide](#). Requests for extensions should be directed to Erin Myers in the SOAR Office (see [“Contact Information and Websites”](#)). Extensions are not guaranteed and may be granted at the discretion of the SOAR Office.
1. Sign in to the *Get Involved at SIUE Website* at getinvolved.siue.edu.
 - Click the blue “SIGN IN” button in the upper right corner of the page.
 - If you are not automatically logged in, log in with your SIUE e-ID and password.
 - The first time you log in, you may be asked to create your profile by adding basic information.
 2. Click on your photo or the gray circle with your initials at the top right of the page and select **“Experiences” (NOT “Service Hours”)** from the drop-down menu. You will be taken to your “My Experiences” page that will list all your reported Experiences (community service, internships, study abroad, awards and honors).
 3. Click the blue **“ADD EXPERIENCE”** box under your photo/gray circle in the upper right corner. Then select “Community Service” from the drop-down menu. You will be taken to the *JHS Community Service Report Form*.
 4. Use the *Notes* page you filled out for the experience to complete the *Report Form*. **You must enter “Johnetta Haley” for “Organization Name.”**
 5. Don’t forget to click the blue **“SUBMIT”** button at the bottom of the page!

ROAD MAP - STEP 4: FINAL APPROVAL

Each reported experience is reviewed by SIUE staff and is granted final approval (designated “approved”) or is rejected (designated “denied”).

- **Reports may be rejected/denied if:**
 - The experience does not meet ALL qualification specifications.
 - The report form is not satisfactorily completed.
- **Please wait patiently for your report(s) to be reviewed.** The time this process takes can vary from hours to multiple weeks, depending on submission volume and staff workload. Final approval/denial decisions often occur after reporting deadlines due to increased submission volume in the weeks prior to reporting deadlines. This is another good reason to not delay in reporting your hours.
- **Periodic progress updates are included in the *JHS Newsletter*.** To check the most current status of your report submissions, check the *Get Involved at SIUE Website* at getinvolved.siue.edu.
 - Click on your photo or the gray circle with your initials at the top right of the page and select **“Experiences” (NOT “Service Hours”)** from the drop-down menu.
 - Each submission will show its status (approved, pending, or denied). To get your total approved hours, you will need to manually add the time for each approved submission for the current semester.
- **Requests for reconsideration of a final approval decision, report correction/resubmission, or exception to any requirement, policy, procedure, or specification related to community service should be directed to Erin Myers in the SOAR Office** (see [“Contact Information and Websites”](#)). These decisions are made at the discretion of the SOAR Office.
 - **Students should NOT resubmit previously denied reports without prior permission from Erin Myers.**
 - If permission to resubmit a report is granted, resubmit the *Report Form* without delay. Resubmissions may not be accepted after the semester’s reporting deadline.

Frequently Asked Questions (FAQs)

I live on campus and don’t have access to a vehicle. How can I complete community service?

It is recommended that students who will not have a vehicle on campus complete service over the summer if transportation is more readily available. However, a vehicle is not required to complete community service.

- There are a limited number of pre-qualified experiences that are on-campus and/or off-campus with transportation provided by SIUE. These volunteer slots tend to fill very quickly. There are also virtual community service experiences that may be completed from any location. For more information, see the [“Road Map - STEP 1: Finding and Scheduling Qualified Community Service Experiences”](#) section of this guide.
- Additionally, students may consider carpooling with friends/classmates, using ride-share services, and utilizing public transportation to off-campus experiences (see [“Contact Information and Websites”](#) for information about public transportation).

I work or have other commitments. Is there an alternative to community service?

No. There are community service experiences to fit all schedules (see the ["Road Map - STEP 1: Finding and Scheduling Qualified Community Service Experiences"](#) section of this guide). Work and other commitments are important, but so is your scholarship, and it should be prioritized. \$1000/semester in scholarship funds in exchange for 12 hours of community service is like being paid \$83.33/hour!

All of my classes are online and I don't live on campus. Am I still required to complete community service?

Yes! Community service can be completed from any location (see the ["Road Map - STEP 1: Finding and Scheduling Qualified Community Service Experiences"](#) section of this guide).

Do I have to do community service if I will be graduating at the end of this semester?

Yes! If JH Scholarship funds are applied to your bill for the Fall 2024 semester, you are required to complete community service for the Fall 2024 semester (and likewise for other semesters). Community service helps you grow both personally and professionally. It enhances your education and helps you build valuable skills for all your future endeavors. Seek community service experiences that will strengthen your resume or curriculum vitae (CV).

My Institutional Scholarship Appeal was just approved. Am I required to complete community service this semester?

Yes! However, your requirement may be adjusted. Please email jhscholar@siue.edu immediately after receiving notice of your approved appeal in order to receive important information about the current semester's requirements for renewal.

If I didn't do all the required community service hours last semester, do I have to make them up this semester?

No, you are just required to complete 12 hours of community service for this semester. Make sure you understand the ["Probation, Suspension, and Appeals"](#) section of this guide.

How can I raise my GPA to 2.9?

As each student's circumstances are different, it is best to consult your academic advisor to assist you in making the best plan for raising your GPA. If your scholarship has been suspended, see the ["Probation, Suspension, and Appeals"](#) section of this guide.

Can I still receive this scholarship if I'm not a full-time student this semester?

- Scholarship funds will not be credited to your account for semester(s) in which you are not registered for 12 or more credit hours of classes.
- If it's your last semester and you need less than 12 hours to graduate, submit an Institutional Scholarship Appeal requesting to use the scholarship while enrolled part-time. For more information, contact SIUE Student Financial Aid (see ["Contact Information and Websites"](#)).
- If you drop below 12 credit hours during the semester, check with your academic advisor to see if it makes sense and is still possible to add a class so you can finish the semester having earned 12 credit hours. Earning 12 credit hours is one of the requirements to have your scholarship renewed for the following semester.

Can I use my scholarship during the summer term?

Students must submit an Institutional Scholarship Appeal requesting to use a semester of their scholarship for a summer term. For more information, contact SIUE Student Financial Aid (see ["Contact Information and Websites"](#)).

What happens to my scholarship if I take a semester off or study abroad?

For information specific to your situation, please contact SIUE Student Financial Aid (see ["Contact Information and Websites"](#)).

Contact Information and Websites

SOAR OFFICE

- JHS community service information
- Johnetta Haley Scholarship (general info)

Student Success Center Rm. 1259 (Enter through the Academic Advancement Center, Suite 1220)

Hours: Monday - Friday, 8 a.m. - 4:30 p.m.

Call: (618) 650-3790

Johnetta Haley Scholarship (JHS) Website

siue.edu/diversity/soar/johnetta-haley-scholarship

- *JHS Community Service Experiences Catalog*
- *JHS Community Service Notes* (fillable PDF)
- *JHS Email Guidelines*
- *JHS Student Info Form*
- Additional resources



JHS Website

Erin Myers

Office Support Associate

Text: (618) 706-9673

Call: (618) 650-5650

Email: jhscholar@siue.edu



Ms. Myers

Facebook

Students and parents - follow SOAR on Facebook for reminders and updates.

facebook.com/SIUESOAR



@SIUESOAR on FB

KIMMEL BELONGING AND ENGAGEMENT HUB

- *Get Involved at SIUE Website*
- SIUE Student Organizations
- Events on the *Get Involved at SIUE Website*

Morris University Center Rm. 1060
(Main Floor - Across from Starbucks)

Hours: Monday - Friday, 8 a.m. - 4:30 p.m.

Call: (618) 650-2686

Get Involved at SIUE Website

getinvolved.siue.edu



GetInvolved

Ashley Jones

Community Engagement Program Coordinator

Call: (618) 650-3179

Email: ajonebf@siue.edu

SIUE STUDENT FINANCIAL AID

- Probation or suspension due to GPA or falling below full-time student status (less than 12 credit hours)
- Scholarship funds posting to your account
- Institutional Scholarship Appeal process

Rendleman Hall Rm. 2308

Hours: Monday - Friday, 8 a.m. - 4:30 p.m.

Call: (618) 650-3880

Email: finaid@siue.edu

Scholarship Terms and Conditions

siue.edu/financial-aid/types-of-aid/list-feed/johnetta-haley-scholarship.shtml

SIUE ITS

- Email or computer issues

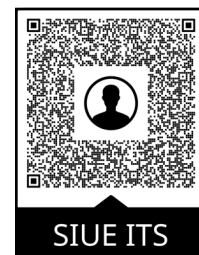
Lovejoy Library Room 0005

Hours:

- 8 a.m. - 5:30 p.m.
(Monday - Thursday)
- 8 a.m. - 4:30 p.m. (Friday)
- Phones are answered 24/7

Call: (618) 650-5500

Email: help@siue.edu



SIUE ITS

How to Check Your SIUE Email

siue.edu/its/continuity/students.shtml

MADISON COUNTY TRANSIT (PUBLIC TRANSPORTATION)

Printed bus schedules are available from a wall display outside the Cougar Store in Morris University Center (Main Floor). You can also plan your route on the website.

Call: (618) 797-4600

Website: mct.org/home-page



MCT Website

SOUTHERN ILLINOIS UNIVERSITY EDWARDSVILLE