

# GUIDELINES ON VOLUNTEER HOURS REQUIREMENTS

## Family & Child Studies Major: Emphasis, Family Social Services For Further Information, Call 815/753-6347

**STUDENT: READ mailing instructions below; to be filed in student's folder when completed.**

**PURPOSE:** Volunteer work is desired for several reasons other than doing "good deed" or "good work":

1. To help students become involved with different client populations and agency functioning, for career exploration and possible intern sites, ideally an agency similar to where you'd like to intern (and B.S. graduates are hired).
2. To have practical experience with client issues, so course work is more meaningful.

### REQUIREMENTS:

(Supervisor Initials)

1. Complete a **total of 100 hours**, at least half (50 hours) completed prior to enrolling in FCNS 383, Clinical Applications in Family Social Services, and the balance completed prior to enrolling in FCNS 431 B, the internship.
2. **IN AT LEAST TWO AGENCIES** (see Internship Coordinator for exceptions).
3. **AT LEAST ONE site** with **extensive direct PERSON-TO-PERSON (non-phone) contact** with client populations.
4. At least a **MINIMUM OF 30 HOURS AT ANY ONE AGENCY** -- in order to count in the total.
5. You may use up to 50 hours of previous volunteer/community service or appropriate professional paid work.  
(See Intern Coordinator for approval).

### AGENCY REQUIREMENTS - agency/place where performing service should meet the following criteria:

(Supervisor Initials)

- \_\_\_ Work with typical agencies where interns in this major may be placed (suggestions in Internship Booklet):
  - \_\_\_ a) **VOLUNTEER WORK SHOULD NOT INCLUDE child care work** (children age 7 and under),
  - \_\_\_ b) mostly routine non-client contact such as clerical work, telephone answering, etc., and
  - \_\_\_ c) **NOT MERE** recreational program work.
- \_\_\_ Agencies should be established for year-round work, with full-time paid college graduate professionals who supervise volunteer programming and, in turn, hire B.S. degree graduates for social service positions.

### CERTIFICATION OF VOLUNTEER EXPERIENCE (to be completed by supervisor of agency of which student served)

This is to certify that \_\_\_\_\_ Z ID \_\_\_\_\_  
(Print student's name)

has completed in a **SATISFACTORY MANNER** \_\_\_\_\_ hours of volunteer work, during the period  
from \_\_\_\_\_ to \_\_\_\_\_.

(Supervisor: Please provide title of volunteer position AND describe in a detailed fashion the volunteer's responsibilities on the back page of this form.)

Date \_\_\_\_\_

**NOTE:** Please have the student deliver,  
OR  
mail in stamped pre-addressed envelope  
provided by the student to:

Student Files  
Family & Child Studies  
School of Family, Consumer, & Nutrition  
Sciences  
Northern Illinois University  
DeKalb, IL 60115-2854  
or FAX: (815) 753-1321 c/o FSS

Print Name \_\_\_\_\_  
Signature \_\_\_\_\_  
(Agency Volunteer Supervisor)  
Title/Position \_\_\_\_\_  
Agency \_\_\_\_\_  
Address \_\_\_\_\_  
Agency Phone \_\_\_\_\_  
Agency Website \_\_\_\_\_

<i>FCNS Office use only</i>
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Meets criteria
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Approved by
_____
Received by
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Date

