**Center for Civic Engagement**

The Office of Service Coordinator was established in 1989 as a unit within the

Dean of Student's Office. The purpose of the office is to assist students in

participating in community service and volunteer opportunities.

The Community Service Coordinator serves as the College's representative in the

community for volunteer activities and works closely with the Bonner Scholars

Program, Careers Office, and the Chaplain's Office. Projects overseen by the

Office of Community Service include Time to Read, Orientation, Fall Break Service

Projects, Project Life, and holiday service projects. In 2010, the office was

renamed the Center for Civic Engagement.

**Retention Schedule**

**Agency Files.** Resource files on agencies using volunteers. Files contain

correspondence, reference information, and an information sheet. The files are

used in helping students identify volunteer opportunities.

Disposition Instructions: Destroy in office when superseded or reference

value ends.

**Annual Projects File.** Resource files for the service projects supervised by the

office including Orientation, Fall and Spring Break service projects, Celebration of

Service, and service projects. Files contain copies of flyers, memos,

correspondence, and working notes.

Disposition Instructions: Maintain in office for 3 years, transfer to College

Archives for appraisal and final disposition.

**Annual Reports.** Reports concerning annual summary of activities.

Disposition Instructions: Permanent. Transfer 1 copy to College Archives at

the conclusion of each academic year for permanent retention. Retain 1

copy in office permanently.

**Federal Work Study.** Files for students receiving federal work study monies for

community service work.Files contain contracts, work assignments and

reflections.

Disposition Instructions: Destroy in office Destroy in office when contracts

completed.

**Grants**. Files on grants managed by the office including Sunshine Lady, Class of

1989, Ivy, Parker Fund, and Stone Fund. Files contain applications, forms, reports

and budgets.

Disposition Instructions: Maintain in office for 3 years, transfer to College

Archives for appraisal and final disposition.