Steps to Getting Started

**Step 1: Contacting your site**

The CCE will provide you with a *Site Information Card* containing the contact name, address, telephone, hours of operation, and site requirements for your *1st choice site* selected during registration.

Be sure to call the contact person listed on the Site Information Card and *set up a meeting time* with that person to go over the following:

1. Semester volunteer schedule
2. Site Requirements
   a. Background Check; Application Process; Orientation/Training; etc.
3. Define volunteer goals and expectations

**Step 2: Throughout the Semester...**

Throughout the semester you will be responsible for *TWO* things:

1. Time Sheet
2. Reflection Sheet

**Step 3: Finishing Up**

Don’t forget to attend the *REFLECTION SESSION, November 17, 2012*!!

Deadline to turn in your completed Time Sheet & Reflection Sheets is *Thursday, December 6th by 5:00pm*. You will turn ALL of this paperwork to the Center for Civic Engagement (CCE) located in Benedict Hall, Room 101.

The CCE will submit a report to your professor indicating completed hours the following week.