

## Student Organization Registration

Please complete this form if you are part of a fraternity, sorority, or club on campus that wants to participate in the Reach Out Groups Competition.

**In order for your hours to be recorded for your organization:**

- ✓ All members must register with the CCI as university volunteers
- ✓ Members must be a current Pacific students
- ✓ Refer to our website at [www.pacific.edu/reachout](http://www.pacific.edu/reachout) for a general description of what qualifies as community service.

**Organization** \_\_\_\_\_

**Contact Person** \_\_\_\_\_ **Title** \_\_\_\_\_

**Phone** \_\_\_\_\_ **Email** \_\_\_\_\_

**Organization's Regular Meeting Time & Place** \_\_\_\_\_

There are two categories in the Reach Out Groups Competition. The first is total number of hours a group completes, and the second is based on the highest average of hours per member. If your organization wishes to compete in the category based on highest average, **you must include your active membership roster with this form.** Only hours completed by members on your roster will count towards your average. If at any time (for example, after spring rush) you would like to add members to your roster, you may do so at the Center for Community Involvement.

**Please indicate one or both category/categories that your organization will participate in.**

- Category based on highest total number of hours
- Category based on highest average (please attached a membership roster)

**Ensure that all members of your organization have completed volunteer registrations so your Organization receives credit for all service completed.**

Volunteers may register online at [www.pacific.edu/reachout](http://www.pacific.edu/reachout) or complete a "Volunteer Registration Form" available at the CCI.

**Return to the Center for Community Involvement**  
(209) 946-2444 [cci@pacific.edu](mailto:cci@pacific.edu)  
3601 Pacific Ave. Stockton, CA 95211

Updated August 2007

For Office Use Only:

- Signature of CCI manager: \_\_\_\_\_ Date: \_\_\_\_\_
- Entered hours in tracking report

## **How to Participate in Reach Out Groups Competition (keep this page!)**

1. Complete an “Organization Registration” form and return it to the Center for Community Involvement along with an active membership roster if you wish to participate in the competition category based on highest number of hours per member.
2. Get all your members registered as volunteers with the CCI. You can do that online ([www.pacific.edu/reachout](http://www.pacific.edu/reachout), click on “Register to Volunteer”) or on paper (forms available at the CCI).
3. Volunteer! You can sign up for CCI’s bi-monthly sponsored events or work with an agency we have listed in our resource. All that information is online. Also, the special events and projects that you do as an organization will most likely count towards your group’s total.
4. For your special events – we need to know that they exist and what they consist of before we can count them. Drop by the CCI to fill out an “Event Request” form. Once your event is approved, those hours will count towards your total.

Important notes about what will count as service:

Your service must be non-paid.

The activity or event must be charitable

The event or service must be facilitated/supervised by an official, non-profit organization.

Volunteer hours proselytizing religious and partisan political groups are not eligible.

The event or service must benefit the community and must take place within an 80 mile radius of Stockton.

\*\*\*Please be aware that independent fundraising (which means your organization puts on an event that raises money to be donated to a charitable cause) will not be counted as service.\*\*\*

5. You do not need to complete time sheets or log your hours online for all your members if multiple people participate in an event! Just bring us a list of the names of your volunteers, the event he or she volunteered for, and how many hours of service he or she completed. We’ll take care of the rest! Spreadsheets are great!
6. We can easily track your group’s total service and inform you as to how you’re doing in the competition at any time! Just ask!

**Good luck!**

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*Updated August 2007*