



## **Community Outreach Federal Work Study Frequently Asked Questions**

### **Why was the Community Outreach Federal Work-Study opportunity developed?**

In 1995, the Clinton Administration called for all higher education organizations to direct 7% of federal work-study income to go towards community service based work-study positions.

### **How can I become a Community Outreach Federal Work-Study Community Partner?**

You can contact the Martin Serves (MS) Coordinator to request a form to be mailed to your organization. We will also have the application available online soon listed under Martin Serves Community Partner Forms. Acceptance and placements will be determined by the needs, goals, and mission of your organization, as well as the availability of students.

### **Who supervises the Community Outreach Federal Work-Study Program?**

The MS Coordinator serves as the program supervisor. However, Federal Work-Study Community Partners also have designated site supervisors who serve as a point of contact for the work-study student(s) to provide orientation and answer any work-related questions. The MS Coordinator serves as the administrator of the Program and can be contacted for any questions or concerns.

### **What time commitment is required from the student participants?**

Student participants usually serve for the entire length of the academic school year (August-April). However, students who finish the fall semester may not return in the spring for whatever reason. Please note, after consultation with one another, the MS Coordinator and Site Supervisor may release a student from their duties for reasons related to job performance and/or failure to meet Program requirements. *(Please see the Student Procedures form for details regarding disciplinary procedures.)*

### **How many hours is a Community Outreach Federal Work-Study student allowed to work?**

Each federal work-study student is required to complete 103.5 hours per semester and will be asked to participate in several Martin Serves service days as well as mandatory meetings for reflection. After calculating in each requirement, all student participants will be asked to serve 7 hours per week with their assigned Community Partner. All Community Partners are asked to provide enough hours of service each week so that the work-study students may complete the required hours for the semester. The majority of students do not receive their federal work-study money in hand as it goes immediately towards tuition. Therefore, unfair consequences would come to students not provided enough hours to complete work-study requirements.

### **Who signs the work-study timesheets?**

Site Supervisors will be asked to verify time logs by initialing the timesheet each week. At the end of the month, the Service Coordinator will sign and make a copy of each timesheet for verification records then send the original to the MMC Business Office.

### **Who decides the student's schedule?**

The Site Supervisor and Student will work together to determine a schedule that works best with the student's academic and activity requirements.

### **Will the student participants be required to participate in any other activities?**

As previously mentioned, the student participants will be required to participate in several Martin Serves service days as well as mandatory meetings for work-study reflection. Students will receive dates for these activities before being placed with a Community Partner.

### **How are student placements determined?**

Once a student has been chosen to be placed in the Community Outreach Federal Work-Study Program, they will be given the opportunity to choose which Community Partner they would like to serve. Therefore, some of the Community Partners that have applied may not receive a federal work-study student for a semester or for the academic school year.

### **What will the work-study student be doing at our organization?**

**There must be a connection to what the student is asked to do and the needs in the community.** We ask that the student participants be given an opportunity to serve directly with clients in a way that is both meaningful and engaging.

### **What if a student participant has an emergency situation and must take time away from serving with your organization?**

Emergencies do happen. Student participants will be required to contact both their Site Supervisor and the MS Coordinator when an emergency occurs and discuss opportunities to make up the time lost.

### **Who do I contact for more information?**

You can contact Brandi Belcher, Martin Serves Coordinator, at [martinserves@martinmethodist.edu](mailto:martinserves@martinmethodist.edu) or 931-424-7363.