Graduate Student Association Mississippi State University

Proposed Service and Community Outreach Policies, Procedures, and Processes 2017-2018

**Updated
June 2017**

Article I.   Mission

The Graduate Student Association (GSA) Service and Community Outreach program aims to create and support volunteer and service opportunities on-campus and in the Starkville community for graduate students in Mississippi State University.

Article II.   Calendar Structure

2017-2018 Service and Community Outreach Program – Calendar of Events					
Point Allocation Period	Open this day at 12:00 AM	Closes this day at 11:59 PM	Point submission period beings at 12:00 AM	Point submission closes at 11:59 PM	Notification of a Travel Reimbursement Award
Fall	7/01/17	11/30/17	8/17/17	12/08/17	12/15/17
Spring	12/01/18	4/30/18	1/05/18	5/08/18	5/15/18

1. There will be two point allocation periods throughout the year.

2. Point submission periods will open at 12:00 AM of the announced day and close at 11:59 PM on the deadline day as shown above.

3. Points do not carry-over from one semester or period to another for the purposes of maintaining active participation in the GSA

Article III.   Classifications of Service and Community Outreach Activities

1. The Graduate Student Association will consider the following as service and community outreach activities:
    a. Volunteer opportunities which are sponsored by the GSA
    b. Volunteer opportunities which are sponsored by the MSU campus for which a graduate student is not receiving extra coursework credit, membership points towards another student organization, or is required service as part of a program of study
    c. Volunteer opportunities which is available through the MSU OrgSync portal

Article IV. GSA Active Membership Point System

Section I.   Calendar of Events

2017-2018 Service and Community Outreach Program – Calendar of Events					
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Section II.   Instructions for point submission

1. All service and community outreach hours must be documented for accurate GSA active membership definition
   a. Graduate student must use the OrgSync portal to confirm their participation in an event
   b. Upon completing their service activity, graduate student must submit their activity using OrgSync
      i. Under Involvement select Activities
      ii. Add Involvement Entry
      iii. Select Event Participation
      iv. Organization select Graduate Student Association
      v. Complete the Event Participation Form. If the event is not sponsored by the Graduate Student Association provide Reference information and proof of participation in the form of a photo of you at the event.
      vi. Graduate students are not required to complete learning outcomes or reflections prior to submitting their involvement entry

Section III.   GSA Point Generating Opportunities

	GSA Monthly Meeting	GSA Volunteer or Service Opportunity	Social Event
July			
August		1	1
September	1	1	
October	1	1	
November		1	1
December			
January	1	1	
February	1	1	
March	1	1	
April		1	1

1. Graduate student who attends a monthly GSA meeting will receive 1 point
2. Graduate student who attends a GSA social event will receive 1 point
3. Graduate student who attends a GSA sponsored volunteer or service event will receive 1 point for every 1 hour of service
4. Graduate student who submits a service activity through the OrgSync portal will receive 1 point for every 1 hour of documented service
5. All points will be tallied in accordance to the Calendar of Events per Section I for the purposes of Travel Reimbursement Award GSA Active Membership definition