

USL Courses Service Activities Requirements

(from USL Community Partner Handbook)

DIRECT vs. INDIRECT SERVICE:

We understand that indirect service activities may be necessary to support direct outreach. Therefore **students may spend a maximum of 40%** of their time on those tasks *as long as they are related to the direct service.*

- Direct service activities may constitute 100% of hours (minus training hours).
- If students are assigned less than 60% of their hours as direct service, it will impact their grade.
- Chart is for illustrative purposes and is not an exhaustive list. When in doubt, please consult us.

Service Activity Categories with Examples

DIRECT Service Activities Minimum of 60% of required service hours	INDIRECT Service Activities Limited to 40% or less of required service hours	PROHIBITED Activities Do NOT count towards required service hours
Direct interactions with community / clients	Training / workshops / staff meetings	Reception / front desk activities (e.g., phones, errands)
Set-up / clean-up for direct events/activities (5 -10 minutes max)	Extensive set-up / clean-up for events and activities	Clerical - typing / word processing, filing, copying
Fundraising - calling, direct asks and follow up	Reports / documentation / data entry - <i>directly</i> related to direct service activities	General data entry
Fairs / presentations	Creating flyers or preparing presentations	Bookkeeping
Community events	Travel during service tasks	Travel to / from internship site
Teaching / facilitating	Lesson planning	
Coordinating volunteers	Research	
Attending community or client meetings	Sorting clothes, food or organizing	
Shadowing / client observation	Developing website or using social networking tools	NOTES: <ul style="list-style-type: none"> • Students should NOT fulfill unmet staffing needs • Students cannot transport clients in their own vehicles • Consult USL office for exceptions
Direct service addressing environmental issues must involve community at large (e.g., advocating, teaching, public education)	Landscaping / clean-up Animal Care	