

# WSU Center for Civic Engagement

## RECORD OF CIVIC ENGAGEMENT


Office Use Only  
 Date Scanned: \_\_\_\_\_ Initials: \_\_\_\_\_

Name: \_\_\_\_\_ Course(s) / Organization: \_\_\_\_\_ Student ID: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_ Check if Online Student  Check if Conduct Student

\* If your Community Partner is NOT on CougSync, we will be unable to process this form.  
 To request that your community partner be added please visit <https://orgsync.com/49464/forms/63666>.

**Community Partner(s)**  
Must Sign On Or Across Each Line!



Complete One Column Only			Community Partner VERIFICATION				
Date	Number of Hours Completed	Participation Only (No Hours)	Community Partner (as listed on CougSync)	Location (City, State)	Description of Activity Completed	Agency personnel print name	Agency personnel signature
5/15/14	2.5		<i>Humane Society of the Palouse</i>	<i>Moscow, ID</i>	<i>Animal Care</i>	<i>Jane M. Smith</i>	<i>Jane Smith</i>
7/1/14		✓	<i>Relay for Life</i>	<i>Pullman, WA</i>	<i>Walkathon Fundraiser</i>	<i>Mike Jones</i>	<i>MIKE JONES</i>

**\*NOTE:** Many civic engagement experiences cannot be counted by hours. However, it is important to record and verify those experiences for your record of involvement.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

My signature certifies this is an accurate record of my service learning activities and I understand any falsification of hours will be referred to the Office of Student Conduct for academic dishonesty. WAC 504-25-300.

# Make it Count!

## Tracking your Civic Engagement

### What is Civic Engagement?

To be civically engaged means to actively participate in community/society to improve quality of life. It also involves the process of developing the skills, knowledge, and motivation to make that difference.

### Characteristics of Civic Engagement at Washington State University:

- ✓ Meets community-identified need and/or advances the work of a non-profit or public organization other than WSU
- ✓ Benefits an underserved population (other than family, friends or WSU students) and/or serves the public good
- ✓ Requires a non-paid commitment of time/effort
- ✓ Does not support or incite violence, hatred, or discrimination
- ✓ Does not replace or compete with an existing campus service
- ✓ Does not actively promote a specific faith or solely serve members of a religious group or political organization
- ✓ Does not provide direct financial benefit to a for-profit organization

### In Order to Be Tracked on CougarSync:

- ✓ All activities are pre-identified and approved by the CCE
- ✓ Participation can be verified by a supervisor, advisor, or pre-approved student leader

### Why Track Your Civic Engagement on CougarSync?

Tracking your civic engagement will allow you to demonstrate your community involvement, as well as personal and professional growth, on your resume. These records will enhance your scholarship, graduate school, and job applications.

### What Types of Civic Engagement Can Be Tracked on CougarSync?\*

1. Direct Service: Hands-on community service, primarily off campus, e.g. tutoring, environmental restoration, senior companionship
2. Capacity Building: Enhancing the organizational capacity of a community agency, school, or non-profit organization, e.g. web design, marketing, strategic planning
3. Advocacy: Raising awareness of issues; political participation; influencing public opinion and/or policy, e.g. CCE public forums, voter registration, campaigns
4. Philanthropy: Fundraising for causes and community organizations

\*Please note that not all civic engagement can be tracked in hours. Some civic engagement will be tracked as “attended” or “participated”. The CCE reserves the right to determine the best way to track and record civic engagement such that it is consistent and fair for all WSU students. If it is important that your civic engagement be tracked as hours, please consult with a CCE peer mentor to select your project.

### How to Track Your Civic Engagement:

1. Establish a profile on CougarSync; you will automatically become a member of the CCE portal
2. Search and select a civic engagement experience that is currently on CougarSync
3. To propose an activity that is not listed on CougarSync, contact the CCE in advance of your participation
4. Participate and submit verification of your participation

### Campus-Based Service

The mission of the CCE involves providing students with opportunities off campus, connecting with issues of our communities and society, and so the CCE does not host or track campus engagement activities that are primarily for the benefit of students at WSU. On-campus activities such as peer mentoring or trainings can be tracked on CougarSync by department, so while the CCE does not track these campus-based activities, participation in these activities can be recorded on the CougarSync co-curricular transcript.