

# EN 13: Community Service

**5 points available**

## Rationale

This credit recognizes institutions that engage their students and employees in community service. Volunteerism and the sense of compassion that community services help develop are fundamental to achieving sustainability. From tutoring children to removing invasive species to volunteering at a food bank, students and employees can make tangible contributions that address sustainability challenges through community service. In addition, community engagement can help students develop leadership skills while deepening their understandings of practical, real-world problems.

## Applicability

This credit applies to all institutions.

## Criteria

### Part 1. Percentage of students participating in community service

Institution engages its students in *community service*, as measured by the percentage of students who participate.

### Part 2. Community service hours per student

Institution engages students in community service, as measured by the average hours contributed per student per year.

### Part 3. Employee community service program

Institution has a formal program to support employee volunteering during regular work hours, for example by offering paid time off for volunteering or by sponsoring an organized service event for which employees are compensated.

## Scoring

Each part is scored independently.

### Part 1

An institution earns the maximum 2.25 points available for Part 1 of this credit by engaging 100 percent of its predominant student body in community service. Incremental points are awarded based on the percentage of students that contribute community service. For example, an institution where 50 percent of students contributed some community service would earn 1.125 points (half of the points available for Part 1).

Points for Part 1 are calculated automatically in the STARS Reporting Tool as follows:

Factor		Number of students engaged in community service		Total number of students		Points earned
2.25	×	_____	÷	_____	=	

## Part 2

An institution earns the maximum 2.25 points available for Part 2 of this credit by engaging its students in an average of 20 hours of community service per year. Incremental points are awarded based on the average number of hours contributed. For example, an institution where students contributed an average of 10 hours per year would earn 1.125 points (half of the points available for Part 2).

Points for Part 2 are calculated automatically in the STARS Reporting Tool as follows:

Factor		Number of student community service hours contributed		Total number of students		Points earned
0.1125	×	_____	÷	_____	=	

## Part 3

An institution earns the maximum of 0.5 points available for Part 3 of this credit for having a formal program to support employee volunteering during regular work hours. Partial points are not available for Part 3.

## Reporting Fields

### Required

- ☐ Does the institution wish to pursue Part 1 of this credit (student participation in community service)?  
If yes, provide:
  - Total number of students (headcount)
  - Number of students engaged in community service (headcount)
- ☐ Does the institution wish to pursue Part 2 of this credit (student community service hours)?  
If yes, provide:
  - Total number of student community service hours contributed annually
- ☐ Does the institution have a formal program to support employee volunteering during regular work hours?  
If yes, provide:
  - A brief description of the institution's program to support employee volunteering
  - Does the institution track the number of employee community service hours contributed through programs it sponsors?  
If yes, provide:
    - Total number of employee community service hours contributed annually through programs sponsored by the institution

## Optional

- ☐ Website URL where information about the institution's community service programs is available
- ☐ Additional documentation to support the submission (upload)
- ☐ Data source(s) and notes about the submission
- ☐ Contact information for a responsible party (an employee who can respond to questions regarding the data once it is submitted and available to the public)

## Measurement

### Timeframe

Report the most recent annual data available from within the three years prior to the anticipated date of submission.

### Sampling and Data Standards

#### Part 1 and Part 2

Include, at minimum, all full-time undergraduate *students enrolled for credit* or else the institution's *predominant student body*. An institution may use a *representative sample* or survey to determine student participation in community service or report actual or expected participation in formal community service programs. An institution may choose to exclude non-credit, part-time, continuing education, distance education, and/or graduate students, as long as they are excluded from both the count of students engaged in community service and the count of total students. Any exclusions should be documented in the "Data source(s) and notes..." field.

#### Part 3

Report actual participation in incentive programs sponsored by the institution, e.g., as measured by the number of paid community service hours claimed or the number of hours contributed during organized service events.

## Standards and Terms

### Community service

Consistent with The President's Higher Education Community Service Honor Roll (U.S.), community service is defined as:

Activities designed to improve the quality of life of off-campus community residents, particularly low-income individuals. Community service activities may include but are not limited to: academic service learning, co-curricular service learning (not part of an academic course, but utilizing service-learning elements) and other co-curricular student volunteer activities, as well as Work-Study community service and paid community service internships. Community service includes both direct service to citizens (e.g., serving food to the needy) and indirect service (e.g., assessing community nutrition needs or managing a food bank).

### Employees

Employees are defined as personnel paid by the institution and include full-time and part-time workers (as defined by the institution), and both academic staff (i.e., "faculty members") and non-academic staff.

**Predominant student body**

An institution's predominant student body is defined as the primary academic division (e.g., undergraduate versus graduate) that enrolls the greatest share of the total student population. For example, the predominant student body of an institution with 5,000 undergraduate students, 2,000 graduate students, and 500 post-graduate students would be undergraduate students.

**Representative sample**

A representative sample is a subset of a statistical population that accurately reflects the members of the entire population. A representative sample should be an unbiased indication of what the entire population is like. For example, in a student population of 1000 students in which 25 percent of the students are enrolled in a business school, 50 percent are enrolled in humanities programs, and 25 percent are enrolled in science programs, a representative sample might include 200 students: 50 business students, 100 humanities students, and 50 science students. Likewise, a representative sample of purchases should accurately reflect the institution's total purchases, accounting for seasonal and other variations in product availability and purchasing.

**Students enrolled for credit**

Consistent with U.S. IPEDS, students enrolled for credit include all students enrolled in courses or programs that can be applied towards the requirements for a postsecondary degree, diploma, certificate, or other formal award, regardless of whether or not they are seeking a degree or certificate. This includes:

- Students enrolled for credit in off-campus centers
- High school students taking regular college courses for credit
- Students taking remedial courses if the student is degree-seeking for the purpose of student financial aid determination
- Students from overseas enrolled in U.S. courses for credit (e.g., online students)
- Graduate students enrolled for thesis credits, even when zero credits are awarded as these students are still enrolled and seeking their degree.