VSLP SERVICE INSTRUCTIONS (UPDATED SUMMER 2026)

FAMU VOLUNTEER AND SERVICE LEARNING PROGRAM

Volunteer and Service-Learning Program
Efferson Student Union & Activities
Florida A&M University
Office of Student Activities
1628 South Martin Luther King Jr. Blvd, Tallahassee, FL 32307
850-599-3400 | volunteerservices@famu.edu

Use this form to document completed volunteer service and submit your hours for review in iRattler. Students must follow the service-hour minimums, deadlines, and any additional requirements of the program for which they are submitting hours. Hours are not required and may not appear on transcripts, but students can still review submitted hours and their status in the portal, as long as it is open.

What counts as service

Community service is unpaid, voluntary work that benefits others or the broader community. It must go beyond your paid job duties, club/organization duties and role, academic requirements, personal responsibilities, or activities that primarily benefit you or your immediate family.

Your hours must be verified by a representative of the organization or group that received the service, the service project supervisor, or a campus advisor with direct knowledge of your work. You may not verify your own hours, or have another student (regardless of their role) sign off on hours.

Examples of eligible service

- Serving meals, supporting food pantries, or organizing food and clothing drives.
- Mentoring youth or tutoring without pay or academic credit.
- Assisting at senior centers, shelters, or community resource programs.
- Supporting animal shelters through animal care, adoption events, or rescue efforts.
- Participating in community cleanups, disaster relief, or nonpartisan voter education and registration.
- Providing unpaid nonprofit board service that directly benefits the community. Verification must describe your contributions and frequency of service.
- Supporting school, youth, or faith-based outreach that benefits the broader community. If a family member participates, verification must show that the service benefits others as well.

Examples of service that does not qualify (not all-inclusive)

- Paid work, job responsibilities, or compensated assistantships.
- Activities completed for academic credit, course requirements, or degree completion.
- Service required as a condition of membership or a leadership position in another group.
- Volunteering for a political candidate or campaign.
- Participation in social or recreational groups without a community service component.
- Internal religious roles, such as choir participation or administrative duties, that do not provide outreach to the broader community.
- Activities that primarily benefit you, your family, or your personal interests.

Documentation requirements

Submit this completed form with official letterhead from the organization or group served, or submit a verification letter on that organization's official letterhead containing all information below. The verification must be dated when it is completed, after the service has occurred.

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Student and service organization information

- Student's full name and FAMU student ID number.
- Name, address, and website of the organization or group served. If there is no website, indicate "N/A."
- Verifier's full name, position, work email address, and phone number.

Service details

- Project or activity name and a clear description of the work performed.
- Each service date, including the month, day, and year. For service over multiple days, list each date separately.
- Start time, end time (check-in/Check-out), and hours awarded for each service date.
- Total verified service hours (overall for service event).
- Date the verification was completed.
- Verifier's handwritten signature or signature completed through DocuSign. Typed names or signatures created using a font are **not** accepted.

Examples of service dates: August 2, 2026; or August 7–9, 2026, with a separate entry for each day. For a multi-day project, a date range alone does not replace the daily service log.

Service through an organization you founded

Service through a nonprofit, not-for-profit organization, or foundation you established must meet the same eligibility standards. You must not receive payment, reimbursement, a stipend, or in-kind compensation for the service or time being claimed.

Verification must come from a partner organization that benefited from the service or an elected public official familiar with its community impact. It must describe your direct contributions, service dates and hours, the partnership or community impact, and the verifier's contact information and accepted signature. You may not sign your own verification.

Before you submit

- Confirm that your service meets the requirements above and any additional requirements for your program.
- Check that your name, student ID, dates, daily hours, total hours, and verifier's information are complete.
- Confirm that the documentation includes official letterhead and an accepted signature.
- Save your documentation as a readable PDF. Keep a copy for your records.

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How to submit service hours in iRattler

Have your verification PDF ready before you begin. Enter the hours exactly as shown on your completed verification form or letter.

1. Log in to iRattler using your FAMU credentials.
2. Select Student Center.
3. Locate Volunteer on the left side of the screen. If Volunteer is not visible, the submission portal is closed.
4. Select Add New Value near the middle-right of the page.
5. Review the prefilled student ID and submission term. Do not change PRINT LOCATION SEQ NBR.
6. Select Add. Enter the total hours awarded on your verification form or letter.
7. Under Proof of Service Document, select Add Attachment and upload your verification PDF. An attachment is required, and it must be in PDF format.
8. Review your entry and select Submit.
9. To enter another service submission, select Add at the bottom of the page and repeat the process.

Name your submission

Use the project name, your first initial and last name, and the date you upload the file. Use MMDDYY for the date.

- **Format:** Project Name – First Initial.Last Name – MMDDYY
- **Example:** Bragg Cleanup – J.Rattler – 101426
- **Compact example:** BraggCleanup-jrattler101426.pdf

Use the upload date in the file name. The verification itself must show the actual dates you completed the service.

Final check

- The hours entered match the total verified hours.
- The attached **PDF** is complete, readable, and signed.
- You selected Submit after attaching your documentation.