



Participant
Handbook

We CU Participant Handbook

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Signing up for Service Opportunities

Are you looking for a service project? Join the [We CU GivePulse group](#) to find service opportunities to participate in. [Watch a video demo for instructions on how to join.](#)

Please note:

- The title of the event tells you whether it is expected to be completed remotely, in-person, or hybrid.
- Disregard the address listed on GivePulse . Your community partner will provide details on when and where to meet.
- Registration for most service projects has a set close date. This helps the community partners know what to expect and plan ahead. Please keep this in mind as you are exploring opportunities.

It's also very important to note that registration for an event represents a commitment to the community partner and should be taken seriously.

Tracking Your Impacts (Service Hours)

We recommend tracking impacts on a weekly basis so that you don't overlook some hours you completed.

1. Use the green "Add impact" button.
2. You will first select your service opportunity from the drop-down menu.
3. When adding your impact hours, you will be prompted to answer, "*What did you do during these hours?*" Here please describe the following:
 - a. What organization are you working for?
 - b. What specific tasks did you perform during the hours you are tracking?

A note about privacy

A We CU participant asked a very good question about keeping impacts (logged service hours) private. GivePulse defaults to making your impacts visible to other people in your group (other Illinois students). If you wish to make your service hours private, you can choose this option right before you submit the impact. *See the screenshot to the right.*

You can also change your privacy setting by visiting your account settings. [Learn more about GivePulse privacy.](#)

Sharing and Privacy Settings

Let others know about your engagement

Select: All | None

University of Illinois Urbana-Champaign

Go to [My Groups](#) to update settings

Make your impact private?*

Yes

No

Private Impacts are visible to you and groups you share with

Add Impact

Self-Identified Service Projects

Self-Identified Service Projects are for students who are interested in working on projects other than those listed on GivePulse

Guidelines for self-identified service projects

Students must get self-identified service projects approved to begin tracking hours

Students may track:

- Hours completed to fulfill academic requirements (for a class, major, or other academic programs)
- Service completed through an external organization (RSO, Greek organization, honor society, etc.)
- Hours spent on a project you have developed yourself that serves a community needs
- Volunteer hours (unpaid) spent working on projects that address a social issue or community need
- Hours for service done in Champaign-Urbana or community projects based anywhere in the world

Students may not track:

- Paid work/internships, even if the work is for a non-profit
- Religious instruction
- Partisan political activity
- Tutoring, babysitting, etc., for siblings/friends

Tracking your self-identified service project

1. Propose your project using the [Self-Identified Project Proposal](#)
2. Allow the We CU team a week to review and approve your project
3. Register for [Self-Identified Service Projects](#) event on GivePulse (the We CU Team will approve your registration once your project is approved)once your project is approved)
4. Track impact hours for service completed on this project

Mini Grants

Mini grants are designed to offset your costs related to service. Visit wecu.illinois.edu to learn more about how you can take advantage of this funding opportunity.

The Process:

- Keep your receipts! You are required to include a picture or screenshot of your receipt
- [Complete the Mini Grants Approval Form](#) once you make the purchase.
- You will hear back from the We CU Team about the status of your mini-grant submission within one week.
- Typically, funds are dispersed into your student account within 2 weeks of approval.
- You may submit more than one mini grant form throughout the semester.

Eligible costs include:

- Travel costs (e.g. the cost of fuel to drive to your service site).
- Printing and mailing supplies and postage
- Materials for projects that you will *not keep*: cloth for masks, plastic for 3-D printers, art supplies, etc.
- Trainings

Mini grants will not cover:

- Student time
- Supplies that become personal property (e.g. printers, computers)
- Resources that the university already provides. For example, if you are working on a project that requires access to the *New York Times*, we can't pay for a subscription because the University Library already has one.

Questions about whether an expense is eligible? Contact the We CU Team (we-cu@illinois.edu)

We CU Trainings

We CU Trainings are meant to enrich your service work and help you to be a more effective volunteer. We encourage you to complete all the offered trainings to get the most out of your service experience.

The Service Orientation occurs during Week 1 or Week 2 of the program and is required for new We CU volunteers and strongly recommended for returning volunteers. The Service Orientation provides information about what to expect over the course of the semester, guidance on how to successfully collaborate with your community partner, and how to think about and reflect on the role that your service experience plays in your personal and professional growth.

The Anti-Racism in Service Learning Workshop is intended to help We CU Scholars to understand systemic racism. The workshop explores how systemic racism comes up in our lives and in our service work, and how we can become upstanders to confront and abolish racism.

Creating Your Powerful Resume Workshop will help students craft a thoughtful and strategically laid out resume that highlights their qualifications, skills, and experience. Students will also learn more about how to incorporate and feature their service experiences in their resumes and job application materials.

The Reflecting on Service Workshop will help student to make their service experience more intentional and meaningful. In this virtual recorded workshop, we will learn how to set intentional goals, think critically about service, and practice incorporating reflection into each step of the service process.

Tracking trainings in GivePulse

1. Once you have either attended or watched the training, you may track 1 impact hour on GivePulse.
2. Register for each training event.
3. Add Impact for 1 hour.

Reflecting on service

During your participation in We CU, we encourage you to engage in reflection on your service. Reflection allows you to engage more fully and meaningfully in your service.

Reflection can be done in your service learning course, with friends or teammates, or on your own. Although reflection can be a solitary activity—reflection within your project groups or with a We CU team member can help enhance your experience.

We CU offers two tools to help you reflect and derive more meaning from your service experience.

[The Service Reflection Guide](#) includes prompts and activities to help you explore your service experience each week for the whole semester. Starting with why you have chosen to participate in We CU to how your experience has informed your personal and professional development and your understanding of social change.

[The Reflecting on Service Workshop](#) will help student to make their service experience more intentional and meaningful. In this virtual recorded workshop, we will learn how to set intentional goals, think critically about service, and practice incorporating reflection into each step of the service process.



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