

STUDENT HEALTH ADVOCATE PROGRAM | VOLUNTEER EXPECTATIONS

Commitment

1. Each Student Health Advocate (SHA) is required to volunteer a minimum of 30 hours each quarter, unless otherwise arranged with the SHA Program Director in advance.
2. Of these 30 hours, at least 15 hours must be fulfilled with SHA Educational Hours. Examples of SHA Educational Hours include:
 - Specialty Hours
 - Body Composition Analysis (GH)
 - Fitstops (GH)
 - Sexual Health Info Session (SH)
 - Bear Garden Tabling (AOD + others)
 - Workshops & any related meetings or practice
 - Any event, campaign, or special project planning committee & any related tabling or research
 - SHA Program promotion tabling
 - Miscellaneous workshops, tablings, & projects as specified

Activities that do not count for these 15 SHA Educational Hours include Info Booth shifts, Resources & Relaxation (R&R) Squad, socials, and the My Well-being hour.

3. All SHA hours must be recorded in your timesheet by the end of Finals Week each quarter, unless otherwise stated. It is recommended that you record your hours each week.
4. If you are unable to meet the 30 hour volunteer requirement, unfinished hours will be rolled over to the following quarter. This rollover practice will also apply to the 15 SHA Educational Hours.

Example

If an SHA only completes 25 total hours (5 short) in Fall Quarter, 12 of which are SHA Educational Hours (3 short), then the Winter Quarter requirement will be 35 total hours, 18 of which must be SHA Educational Hours.

If there are circumstances that prohibit you from completing your hours, please keep the SHA Program Director informed. The staff understands that unexpected matters arise and request that you communicate with the SHA Program Director when responsibilities and commitments cannot be met.

5. Be realistic when deciding which programs, events, and other tasks you will take on as an SHA.
6. If at any time you find that you are unable to continue your work as an SHA, please contact the SHA Program Director to discuss this as soon as possible.

Communication

7. Email is the primary method of communication used by the SHA Program Director and Health Promotion Services staff to contact SHAs. This means check your email regularly and reply as appropriate.
8. If you are not able to attend a scheduled shift or complete a task you have committed to, you are expected to inform the SHA Program Director as far in advance as possible.

Role Modeling

9. Be aware that your choices and actions represent the Student Health Advocate Program, Health Promotion Services and Student Health Services, in addition to representing yourself. Be informed and intentional in the choices you make.

Consequences

If an SHA is not meeting the above expectations, the following steps may be taken to address the situation (the exact steps would depend on the nature of the concern).

- The SHA Program Director will bring the concern to the attention of the SHA and work with the SHA to identify steps to resolve the concern.
- If an SHA exhibits significant or persistent difficulty in meeting expectations, and/or if this difficulty significantly interferes with the SHA's ability to perform their responsibilities, the SHA must meet with the SHA Program Director to discuss their future with the SHA Program.

Co-Curricular Record (CCR)

The CCR produces an official record that is printed with your transcript that highlights the experiences and skills developed in opportunities beyond the classroom. In order to get the SHA Program added to your CCR, you must meet the following requirements:

- Fill out your SHA timesheets each quarter by the deadline specified.
- Complete the minimum number of hours each quarter.

By signing below, I acknowledge that I have read through the SHA Volunteer Expectations and understand the commitment expected of me as a Student Health Advocate.

Print Name

Signature

Date