

Cabarrus College

Volunteer Handbook



"The purpose of community service is to deepen students' understanding of how *social drivers* influence health and *health outcomes* within communities."

Volunteer Handbook

Cabarrus College of Health Sciences

Introduction

The Mission of Cabarrus College is *to provide progressive, exemplary healthcare education*. Healthcare professionals encounter various Social Drivers of Health throughout their service to the community. Intentional volunteer efforts expose students to a plethora of healthcare disparities, which provide students with the opportunity to reflect and envision how their role as a healthcare professional can address inequities facing the communities that they will one day serve.

This handbook provides you with guidelines for volunteer community service at Cabarrus College. Included is the College-approved listing of local nonprofit, government, and community-based organizations where students may complete their volunteer hours. Students are also encouraged to research and select their own volunteer locations. These activities will help students develop their understanding of social drivers of health and the associated health outcomes.

Social Driver	Description
Economic Stability	Access to jobs, income, and financial resources that support healthy living.
Education Access & Quality	Opportunities for quality early childhood, primary, secondary, and higher education.
Healthcare Access & Quality	Availability of affordable and timely health services.
Neighborhood & Built Environment	Safe housing, transportation, parks, and access to healthy foods.
Social & Community Context	Supportive relationships and community engagement.

*****For students who do not complete the Volunteer Requirement, their degree will be held until the requirement is satisfied. *****

Guidelines

1. Hours

- a. Most students must accrue 15 volunteer hours before graduation.
 - i. Students in a program with service-learning requirements are exempt from the Volunteer Requirement. This includes: A D N, BSMI, HSLD, MA (Associates Degree), OTA, and RN-BSN.
 - ii. Students in the BSIHS bridge program are not required to have their final hours submitted until the end of their MOT program.
- b. This table delineates the requirement:

Level	Certificate	CHSI	Diploma	Associates	Bachelor's	Master's	Non-Degree
Hours	0	15	15	15	15	15	0

- c. Students should pace themselves to avoid needing to accrue a large number of hours in a short period of time. Some strategies may include:
 - i. Earning 5 hours per semester.
 - ii. Earning half of the required hours within the first year.
- d. Hours must originate from the current degree that each student is pursuing, not a degree which has already been awarded.
 - i. This includes students who graduate from one program and immediately begin another (i.e., associates program to bachelor's program or bachelor's program to master's program).
- e. When are hours due?
 - i. Fall (December) Graduates / Spring (May) Graduates: Monday of Week 12 leading into graduation.
 - ii. Summer (August) Graduates: Monday of Week 9 leading into the end of the Summer Semester.
- f. Students who do not earn 15 hours before graduation will have their degrees held until the requirement is satisfied.

2. Volunteer Locations

- Preapproved volunteer locations can be found [here](#).
- The College will share opportunities monthly via email as community partners request volunteers.
- The Service & Outreach Committee, which includes faculty and staff members, will facilitate at least two volunteer opportunities per semester.
- Students are also encouraged to find their own volunteer locations which align with their interests, values, and geographical location.

- i. A table contrasting acceptable and unacceptable locations is found in Appendix A.
3. The Volunteer Requirement is separate from an individual course's Service-Learning Requirement.
 - a. A table contrasting charity, volunteering, and service-learning can be found in Appendix B.
 - b. Service-Learning hours **will count** towards the Volunteer Requirement.
 - c. Volunteer hours **may not always count** towards Service-Learning hours. This is at the discretion of a course's instructor.
4. Incentive

The goal of volunteering is to expand students' understanding of social drivers of health and to develop as socially cognizant healthcare professionals. To encourage engagement, students should strive to meet one of the three incentive tiers based on the number of hours accrued by the end of their time at Cabarrus College:

Tier	Hours	Incentive
Tier I	15 Hours	Base Requirement Degree is received on time
Tier II	30-59 Hours	Certificate of Completion
Tier III	60 + Hours	Silver/Blue Graduation Cords Certificate of Completion

- August graduates wishing to receive an incentive must submit their hours by the Monday of Week 12 of the Spring semester, as there is no Summer Graduation Ceremony.
- BSIHS students will receive their incentives when they graduate from the MOT program. If they hope to earn an incentive, these hours will be due by the Monday of Week 12 of their final Spring semester in the MOT program.
- Students in programs which include courses with service-learning components must submit their hours earned from the course in Sonis if they wish to receive an incentive. Appendix D walks students through this process.

Instructions for Students

1. Select a volunteer agency.
 - a. Do not wait until the last minute, as it may take time before you can schedule a volunteer opportunity.
2. Contact the agency.
 - a. Ensure that they are willing to accept volunteers.
 - b. Ensure that you will have an assigned supervisor.

- c. Plan a date and time for your first volunteer experience.
 - d. Ask about the dress code.
 - e. Verify the address and parking so you are not late.
 - f. Ask if an orientation session or training is required (this will count towards your hours).
3. Onsite
- a. Remember, you represent Cabarrus College.
 - b. Dress in accordance with the guidelines of the agency.
 - c. Arrive on time and stay until the end of your scheduled commitment.
 - d. Schedule any subsequent volunteer opportunities before you leave.
4. Enter your hours in Sonis via the “Pro Bono” tab.
- a. View Appendix C for a how-to guide.
 - b. Ensure that you answer the following question in the Memo section for each volunteer commitment that you enter:
 - i. **Reflecting on your volunteer experience, how did your work engage with a specific social driver of health, and in what ways did it challenge or reinforce existing narratives about health disparities?**
 - ii. Note that there is an invisible 999-character limit. If you receive an error message when submitting your hours, limit the number of characters and resubmit.
5. Track your hours individually for your own records, as well. You may also contact the Office of Student Success & Engagement if you would like an update.
6. Academic Integrity
- a. The Volunteer Requirement is an official Cabarrus College expectation.
 - b. Any student suspected of falsifying their volunteer experiences will be referred to the conduct process overseen by the Dean, Student Affairs and Enrollment Management.

Appendix A: Selecting a Volunteer Site

Acceptable Locations vs. Unacceptable Locations	
Acceptable	Unacceptable
• Animal Shelters • Blood Drives • Cabarrus College-sponsored volunteer events • Campus Visit and Accepted Students Days • Clinic or Hospital • Community Boards • Concord Christmas Parade • Elder or Retirement Facilities • Environmental Cleanup • Food Banks • Membership in a Cabarrus College Club or Organization • Mission Trips • Nonprofits • Organizing Drives (not simply donating) ○ Angel Tree ○ Blood Drives ○ Canned Food • Parent Teacher Association or events at a K-12 school. • Places of Worship • Service-Learning sites • Shelters • Staffing a fundraising event (does not include simply donating) • Virtual Opportunities (i.e. care calls, crisis lines, pro bono tutoring) • Volunteer events tied to a club or organization that you are a part of (i.e. CCANS, HOSA, SOTA, etc.)	• Anything that you receive financial compensation for • Charity and Donations ○ Canned Food Drives (unless you organized the event) ○ Clothing ○ Money ○ Toys • Family-sponsored events • Job-related events
*This is not an exhaustive list. Contact the Office of Student Success & Engagement to inquire about other opportunities.	*When in doubt, consult the Office of Student Success & Engagement.

Appendix B: Charity, Volunteerism, and Service-Learning

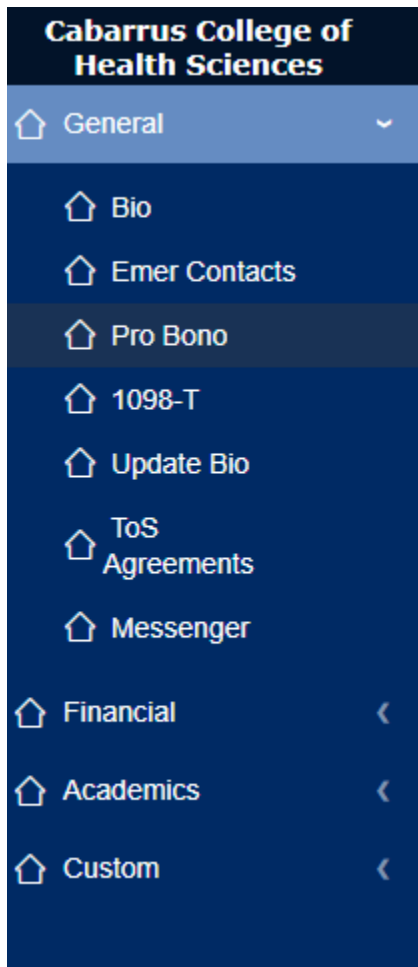
Concept	Definition	Benefits (Giver)	Benefits (Receiver)	Required at Cabarrus College?
Charity	Donating money, goods, or services to help those in need	- Feels meaningful - Easy to contribute - Supports causes you care about	- Immediate relief - Emergency support - Accessible aid	This is welcome but not tied to a requirement
Volunteerism*	Donating time and labor to support a cause or community	- Builds empathy - Gains experience - Fosters community engagement - Provides students with a hands-on opportunity to reflect on social drivers of health	- Support to individuals in need - Strengthens community bonds - Intentional reflection provides healthcare workers with experiences that can address various health outcomes	15 hours Students will select their own locations to expand their understanding of social drivers of health
Service-Learning	Educational model combining coursework with community service	- Critical thinking - Career skill building	- Informed, skill-based help - Long-term partnerships - Empowerment	Hours vary by program and course

Appendix C: Entering Hours

Step 1: Log into Sonis.

The screenshot shows the login interface for Cabarrus College of Health Sciences. At the top, a dark blue header contains the college's name. Below this is a navigation bar with links: ONLINE APPLICATION, PROSPECTIVE STUDENTS, LOGIN (with a dropdown arrow), PROGRAMS, and COURSES (with a dropdown arrow). The main content area is titled "LOGIN : STUDENT". It features two input fields: "* Email Address" and "* PIN", both marked as required. The PIN field has a toggle icon for visibility. A blue "LOGIN" button is positioned below the fields. A link "Forgot your PIN and/or ID?" is located below the button. At the bottom, a small text line reads: "Enter your Cabarrus College email address and PIN to access your account."

Step 2: Click "Pro Bono."



Step 3: You'll see the Pro Bono page. Click "Add."

Pro Bono

MARCH 14, 2025

Organization	Supervisor	Hours	Employ Start (mmddyy)	To Date (mmddyy)
TOTAL HOURS 0.00				
ADD				
I certify that I completed my Volunteer Community Service Hours under the direct supervision of one of the approved sites. I certify that I completed my Volunteer Community Service Hours, and complied with the Cabarrus College Student Code of Conduct and other rules that applied to my Volunteer Community Service placement site. I certify that I am responsible for submitting accurate records of my Volunteer Community Service Hours to my designated course instructor each semester both in SonisWeb and on the required Volunteer Community Service Hours form by the deadlines noted on the form. I understand that not doing so will affect my ability to progress in the course/graduate from the Cabarrus College of Health Sciences. I certify that in submitting records of my Volunteer Community Service Hours, I will not misrepresent the number of hours or the type of work that I performed. I understand that any misrepresentation or ethical or legal violations related to my Volunteer Community Service Hours will be subject to discipline under the student Code of Conduct and Disciplinary Actions policy of Cabarrus College of Health Sciences. By checking this box, I certify that all of the preceding statements are true and I have completed the required number of hours as found in my current course syllabus of Volunteer Community Service work, this semester, and presented my instructor with a copy of the signed form from my Volunteer Community placement site. ☐ SUBMIT				

Step 4: You'll need to complete the form for each volunteer opportunity that you've completed.

- "Organization" is where you volunteered.
- "Supervisor" is the person who monitored your volunteer efforts at the organization.
- "Employ Start" is when you started volunteering at the organization.
- "To Date" is when you finished volunteering at the organization.
- In the "Memo" section, answer the following question:

Reflecting on your volunteer experience, how did your work engage with a specific social driver of health, and in what ways did it challenge or reinforce existing narratives about health disparities?

*****Remember, there is an invisible 999-character limit. If you receive an error message when submitting your hours, limit the number of characters and resubmit.**

Pro Bono

* Organization

Supervisor

Hours

0

Employ Start (mmddyy)

To Date (mmddyy)

Memo :

RESET

SUBMIT

Step 5: Check the box and click “Submit” to verify your hours.

Pro Bono

Record(s) updated.

MARCH 14, 2025

Organization	Supervisor	Hours	Employ Start (mmddyy)	To Date (mmddyy)
Concord Service Organization, Inc.	Alice Smith	4.00	01/24/2025	03/11/2025
Cabarrus Park Clean Up	Jack Jones	1.00	02/01/2025	02/26/2025

TOTAL HOURS 5.00

ADD

I certify that I completed my Volunteer Community Service Hours under the direct supervision of one of the approved sites.

I certify that I completed my Volunteer Community Service Hours, and complied with the Cabarrus College Student Code of Conduct and other rules that applied to my Volunteer Community Service placement site.

I certify that I am responsible for submitting accurate records of my Volunteer Community Service Hours to my designated course instructor each semester both in SonisWeb and on the required Volunteer Community Service Hours form by the deadlines noted on the form. I understand that not doing so will affect my ability to progress in the course/graduate from the Cabarrus College of Health Sciences.

I certify that in submitting records of my Volunteer Community Service Hours, I will not misrepresent the number of hours or the type of work that I performed.

I understand that any misrepresentation or ethical or legal violations related to my Volunteer Community Service Hours will be subject to discipline under the student Code of Conduct and Disciplinary Actions policy of Cabarrus College of Health Sciences.

By checking this box, I certify that all of the preceding statements are true and I have completed the required number of hours as found in my current course syllabus of Volunteer Community Service work, this semester, and presented my instructor with a copy of the signed form from my Volunteer Community placement site.

☒

SUBMIT

Appendix D: Students in Programs with Service-Learning Components

Students in the following programs have courses with service-learning components. These students are exempt from the Volunteer Requirement:

- ADN: NSG131
- BSMT: MIS450
- HSLD: HSL455
- MA (Associate Degree only): MED230
- OTA: OTA215
- RN-BSN: NSG410

If students in these programs wish to earn a volunteer incentive, they must follow the steps outlined in Appendix C for entering their service-learning hours in Sonis.

Students will add their course as if it is a volunteer site. The number of hours awarded per course is below:

- NSG131: 20 hours
- MIS450: 15 hours
- HSL455: 15 hours
- MED230: 15 hours
- OTA215: 15 hours
- NSG410: 45 hours

After submitting their service-learning hours, students can continue to accrue hours from various sites or opportunities for the goal of earning 30+ hours for a certificate or 60+ hours for graduation cords.