

**CSU Monterey Bay Service Learning Institute**  
**Guiding Principles to Reduce Risks in Service Learning**  
**For CSUMB Students**  
<http://service.csumb.edu/site/x4079.xml#guidelines>

- DO** participate in orientation for your service-learning experience.
- DO** make sure you know whom to contact at the site and at the university in case of an emergency.
- DO** make sure you know how to exit your service site in case of an emergency.
- DO** ask for help from your supervisor or another staff member at your service site when in doubt.
- DO** be punctual and responsible in completing your commitment to the service site.
- DO** call your site supervisor if you know you will be late or not able to come in at all.
- DO** keep all information about clients you work with confidential.
- DO** show respect for your service site, its staff, and its clients.
- DO** be aware that you are representing your university.
- DO** know that if you are having trouble at your service site, you can talk with your faculty member about it.
- DO** sign-in at your service site every time you are there, and record your service hours on your student service log. This will ensure you receive credit for the hours you have served
- DO** know that you can request an alternative service site if you are not comfortable with your current site.
- DON'T** report to your service site under the influence of drugs or alcohol.
- DON'T** give or loan a client money or other personal belongings.
- DON'T** make promises or commitments to a client that you cannot keep.
- DON'T** give a client or community-based organization representative a ride in a personal vehicle.
- DON'T** tolerate verbal exchange of a sexual nature or engage in behavior that might be perceived as sexual with a client or community-based organization representative.
- DON'T** tolerate verbal exchange or engage in behavior that might be perceived as discriminating against an individual on the basis of his/her age, race, gender, sexual orientation, ability, or ethnicity.
- DON'T** engage in any type of business with clients during the term of your service.
- DON'T** enter into personal relationships with a client or community-based organization representative during the term of your service.
- DO** know that if you are having trouble at your service site, you can talk with your faculty member about it.