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This program will be administered by the USA Division of Academic Affairs through the Community Engagement.

### PROGRAM POLICY GUIDELINES

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PROGRAM must be a regular community engagement activity of the University of South Alabama's (USA) strategic priorities and be a regular activity based on the faculty, staff, or administrative support of the University of South Alabama. The USA strategic plan has the intent to support, and strategically advance the University of South Alabama's commitment to ongoing, permanent, sustainable, and mutually beneficial partnerships with the communities it serves." Volunteerism is one of the many ways that USA faculty, staff, and administrators engage with the community.

501 (c)(3) nonprofit organization who submits they are examined and their by laws, tax forms, and financial statements are reviewed by the University's compliance department. The agencies are also visited and evaluated by the University's compliance department. 501(c)(3) nonprofit agencies who register with the COMMUNITY VOLUNTEER PROGRAM for Faculty, Staff, and Administrative Support. Both the program supports United Way of South Alabama and the COMMUNITY VOLUNTEER PROGRAM for Faculty, Staff, and Administrative Support. This new program supports United Way of South Alabama and the COMMUNITY VOLUNTEER PROGRAM for Faculty, Staff, and Administrative Support. For more information, contact the SOUTH SERVES web portal.



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Employees must complete the University's [Request for Leave Form](#) and receive approval from their supervisor. Supervisors should make every effort to approve the requested leave.

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8. Employees recording Volunteer Administrative Leave through Web Time Entry or Leave Reporting will record the hours under Volunteer Admin Leave BW, if paid bi weekly, or Volunteer Admin Leave MO, if paid monthly. For eligible University General and USA Health