

**ALMA COLLEGE  
SERVICE HOUSE  
“Center for Service Learning and Civic Engagement”  
Application**

**TO: Students Interested in Service House residency**  
**FR: Anne Ritz, Service Learning Coordinator**

**RE: Application Process**

Thank you for your interest in the Service House, located at 619 W. Center Street. This information will assist you in determining your involvement and alert you to the manner in which candidates will be reviewed for participation and residency

The Service Learning Coordinator and AmeriCorps resident will participate in resident interviews. We will be looking for service leaders who can initiate and implement creative service ideas, have the ability to deal with diverse situations, and who can work and live cooperatively with others. (Rooms are double occupancy)

We urge you to review your commitment to the concept of cooperative service living. Please review the following responsibilities to ensure your ability to demonstrate:

1. A genuine interest in living in a facility that is built around promoting volunteerism, service learning and civic engagement and an interest in developing projects both on and off campus.
2. The ability to work as an integrated member of a team, communicating and cooperating with other house members and service oriented organizations on campus to best utilize the skills of others and available resources.
3. Willingness to accept cooperative living with attention to house chores including: regular cleaning of one's own room, common areas, and limited grounds care.
4. Willingness to make service and efforts of the Service House a significant priority among your many college commitments (please honestly determine your desire and ability to be an active contributor to the Service House activities).
5. Complete understanding of the benefits and responsibilities of such living which include a desire to take an active role in promoting and coordinating the efficient and effective service endeavors by assuming a critical role within the house.

One of the following critical roles will be assigned to each resident:

1. Service House Meeting Room Coordinator: responsible for scheduling and maintaining a calendar for the use of the dining room/meeting room for campus service organizations.
2. Service Learning Task Force Liaison: responsible for attending Service Learning Task Force meetings (typically once a term over lunch) and maintaining a link to the Service Learning Office.
3. Fall Service House Project Coordinator: Responsible for coordinating a service project for the house with a focus on involving underclassmen in early first term.
4. House Manager: duties assigned through Office of Housing and Student Affairs.

5. Winter Service House Project Coordinator: Responsible for coordinating a service project for the house with a focus on involving underclassmen in early second term and recruiting future house residents.
6. Alpha Phi Omega Liaison: Attend Alpha Phi Omega meetings and share information on service projects and opportunities with Service House Members and other campus organizations.
7. Service House Project Coordinator Assistant: Assist with coordinating Fall and Winter house service projects.

### **General Comments**

1. To be eligible for residency in the Service house, a student must have a 2.7 CPA or higher.
2. Preference will be given to the student with leadership positions in campus service organizations and/or participation in community service organizations.
3. Students will participate in the required Sodexo meal plan.
4. To maximize continuity, priority will be given to students who commit themselves to staying in the house for the full academic year.
5. Upon being chosen to live in the Service House, the student will execute a contract which spells out the expectations for cooperative living and critical role responsibilities. The purpose of such a contract is to ensure that all residents of the Service House actively promote and maintain the house mission and in an atmosphere conducive to positive living, learning, and service.
6. Members of the Service House will be evaluated at the end of the year by themselves, other house members, and the Service Learning Coordinator. Evaluations will include participation and perception of cooperation with other house members and critical role responsibilities.

We are excited that you share our enthusiasm for the Service House and the excellent learning opportunity that it offers.

**Return application to the Service Learning Office in CSO (Center for Student Opportunity).**

**Interviews scheduled after both application and letter of recommendation received!**

**1<sup>st</sup> Priority Deadline: February 22**

**ALMA COLLEGE**  
**Service House Application**  
**“Center for Service Learning and Civic Engagement”**

Name: \_\_\_\_\_

College E-Mail: \_\_\_\_\_

College Address: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_

Home Phone: \_\_\_\_\_

Expected Terms of Residency in Service House: \_\_\_\_\_

Year of Graduation: \_\_\_\_\_ Major: \_\_\_\_\_

Other areas of academic emphasis: \_\_\_\_\_

List and describe your participation in volunteer organizations or service learning projects:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What are your hobbies and other expected time commitments?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What special skills would you bring to the Service House? Be specific.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

List several of your strongest and weakest personality traits:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Describe the reasons you would like to join the Service House community, what you hope to contribute, and what you hope to gain from the experience.

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What critical role position most interests you, and why?

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Name of Person from Service House who Referred You (optional): \_\_\_\_\_

In addition to this application, please **submit one letter of recommendation**. This letter should address your ability to get along with other people and your service commitment.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Alma College Service House  
“Center for Service Learning and Civic Engagement”  
Service Learning Office  
614 W. Superior  
Alma, MI 48801  
(989) 463-7366  
[ritz@alma.edu](mailto:ritz@alma.edu)

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