What is SERV?

SERV is the community service program at Menlo College. It is an acronym and stands for Service, Education, and Resources for Volunteers.

Who needs to complete SERV hours?

All students must complete SERV hours.

How many hours do I need to complete?

Freshmen-Juniors need to complete 30 hours and seniors need to complete 15 hours. If you transferred to Menlo in the spring and are a freshman, sophomore, or junior you will only need 15 for that semester. If you are a December graduate, you will need to complete 15 hours and will have until May.

Where can I complete my hours?

You are able to complete your hours virtually anywhere, while you are home for the summer, on winter break, even if you are out of the country. Any hours completed over summer will count towards the following year. Regardless of where you complete your hours, you will need to still submit them within 2 weeks. You will need to make sure that at least 15 hours are completed off-campus. Students are only allowed to earn 15 SERV hours on-campus.

How do I receive credit for my hours?

Log on to Menlo.presence.io This is where you will submit your hours you have completed. All submissions need to be completed within 2 weeks of when you volunteered. You will also need to have a verification contact email when you submit your hours. Please look on the back of this paper for more detailed guide on how to navigate Menlo Roots.

Do I need to complete a reflection paper?

Yes, all students must also complete a 500 word reflection paper. You will submit this on Roots by the end of the academic year. This is your opportunity to reflect on the impact that you made in the community.

When is the last day I can submit on Roots?

All hours and reflection papers are due by midnight on May 7, 2020.

Am I able to get paid for community service?

No. If you receive any monetary payment for community service, those hours will not count.

How do I find out about community service opportunities?

Check your Menlo e-mail! The Office of Student Affairs will send out bi-weekly emails with upcoming events in the area, you can also ask on-campus clubs if they are planning community service events or check out volunteermatch.org to find more opportunities.
How to Submit Hours on Roots

Step 1) Go to Menlo.presence.io and then click the Sign-In button on the top right hand corner.

Step 2) Log in using your MyMenlo information.

Step 3) Click on the forms tab on the top navigation bar.

Step 4) Click on the ‘Submit Service Hours’ form.

Step 5) Now that you are on the “Submit Service Hours” complete all of the fields and then submit the form by selecting the green ‘submit for approval’ button on the top right. (Remember to submit with in 2 week).

Step 6) To submit your SERV reflection follow the same instructions except use the “SERV Reflection Submission” form.

If you have any questions or need additional help please email Emebet Aklilu, Student Affairs Coordinator at Emebet.aklilu@menlo.edu or stop by the Office of Student Affairs.