

1

Refer to the list of approved non-profits on mass.gov/serv to ensure you are eligible to volunteer at the organization.

2

Complete a SERV Request Form at least 30 days in advance and submit to your supervisor for approval.

3

Have the organization sign the Verification Form once you volunteer. Give the completed form to your supervisor when you return to work.

Westfield STATE UNIVERSITY

Human Resources Office
Westfield State University
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333 Western Ave, 2nd Flr
Westfield, MA 01086-1630
413-572-8730

SERV is offered by the Commonwealth of Massachusetts, Employee Volunteer Program.
SERV guidelines: www.mass.gov/serv



S E R V

State Employees
Responding as Volunteers



Westfield State University
EMPLOYEES VOLUNTEERING



Your help is needed ...

A Few Simple Steps to Becoming a **SERV** Volunteer



What is **SERV**?

SERV is an employee benefit which provides an opportunity for employees with at least six months of service to volunteer at approved nonprofit organizations.

Eligible volunteer areas include:

- Education
- Youth Mentoring
- Public and Charter Schools
- Health and Human Services
- Public Safety
- Environment
- ...and many more!

Step 1: Read the guidelines and Select an Approved Non-profit

Refer to the list of approved non-profit organizations available on the [mass.gov/serv](https://www.mass.gov/serv) website at <https://www.mass.gov/guides/what-is-serv>

For more information on SERV go to:

<https://www.westfield.ma.edu/offices/human-resources/benefits> > SERV

If you don't have access to a computer, call Human Resources at 413-572-8730.

Step 2: Contact the Non-profit

Contact the non-profit to learn more about volunteer opportunities, background checks and other requirements.

Step 3: Complete a SERV Volunteer Leave Request Form

Complete the **SERV** request form at least 30 days in advance of the volunteer date and submit it to your supervisor. Your request will be approved or denied. All request forms must be submitted to Human Resources for review regardless of whether the supervisor has approved it or not. This form is required each time you want to volunteer.

Step 4: Complete a SERV Volunteer Service Verification Form

On the day you complete your volunteer work, have the non-profit contact person sign the verification form. Submit this form to Human Resources.

Step 5: Recording your absence from WSU

Use the code VOL on your departmental timesheet stating hours used.

Questions: Contact Human Resources at 413-572-8730 or hr@westfield.ma.edu