**Student Government Service Hours**

**Description:** Student Government currently requires that any UNO student organization that receives funds from SG complete services hours in return for said funds. (See Attached Student Government Service Hours rules form).

**Method:** At the beginning of each year, the SG Graduate Assistant shall get a copy of the budget from the Student Government Treasurer.

1. The Grad Assistant shall then create a list of service hours required based upon what funding has been allocated to organizations through the budget. For the first $1,000 or less an org must complete 30 hours, and 10 additional hours for every $1,000 after that. EX: for $2,000, 40 hours must be complete.
2. Then the grad assistant shall contact the people from the SIL contact list for orgs telling them how many hours they must complete and the time frame for submitting the paperwork (see attached rules).
3. These organizations shall coordinate their service through the graduate assistant. They may use preapproved sites as listed in Code 500 or they may do their own service if approved by the graduate assistant as an actual service.
4. The grad assistant shall email these orgs every month to remind them of their progress and send them a final email noting their completion of service hours.

As bills and executive orders are passed they shall be emailed to the graduate assistant and the grad assistant shall repeat the above state process. Every two weeks the graduate assistant shall email a list of completed hours and hours still required to the membership of student government for their information. Once an organization has gone past its allotted time for completing hours the grad assistant shall notify the sg president and they will take further action.

**Supporting Documents:** The Law outlining the rules and procedures of the Service Hours can be found in the SG Code of Laws Code 500.10 Student Service for Funds.