

## Office of Student Conduct Community Service Sites

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You must perform your community service at any of the organizations listed below:

- The Department of Veteran Affairs Community Living Center,
- MANNA,
- The Pennsylvania SPCA,
- Philabundance,
- The Soup Kitchen at Hillel,
- Salvation Army of Greater Philadelphia, and
- The Free Library of Philadelphia,
- Project HOME
- Penn Museum Archives Department

\*\*\* If you are unable to volunteer at any of the above, approved community service sites, you may complete your community service hours at an alternative location **as long as you obtain advance approval from your Case Manager.**

Each of these organizations has periodic projects and plenty of work for volunteers. For all community service sites, you should schedule work in advance. If you schedule work and then find you cannot do it, you must call the organization and cancel. When circumstances prevent you from working with your first choice organization, you are expected to make arrangements with another site in order to complete your community service hours on time. Please remember you are representing the University of Pennsylvania whenever you are out volunteering so please act accordingly.

**Verification of hours worked:** It is your responsibility to provide OSC with verification of the hours you work. Take the “Verification Form” attached to this document and also available on the OSC web site (<http://www.upenn.edu/osc/> - click on “Resources for Students,” then on “Community Service”) to the community service placement site with you each time you go. **Please note: WE WILL CALL TO VERIFY THAT YOU DID IN FACT WORK. Turning in a false verification form will result in new OSC charges.** Make sure you take the form with you. The organizations do not stock verification forms. Please make sure you provide the completed verification forms to the OSC once you have completed all your community service hours.

Arranging for and completing your community service work by the specified date is your responsibility. All of the information you need is either on these pages, on the OSC website (<https://www.osc.upenn.edu/resources-students-landing-page>) or available by calling the organization and speaking with the volunteer or community service contact person.

Within this document is all the important information and details about each OSC approved community service site including: addresses and phone numbers, a contact person for each organization, specific rules and notes for each volunteer site, and work schedule and dress code information. You should carry this information sheet with you when you are doing your community service work.

In the event of an emergency, please contact the Penn Police at (215) 573-3333 or dial 911.

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**Department of Veteran Affairs VA Medical Center**

3900 Woodland Avenue Philadelphia, PA 19104

(215) 823-5868

The Corporal Michael J. Crescenz VA Medical Center seeks to improve the health and well-being of veterans. Volunteers at the Philadelphia VA Medical Center interact with patients in a variety of ways: reading to, listening to and socializing with residents; writing letters on behalf of a resident; escorting residents to and from appointments, socials, bingo, recreational therapy, and other activities; volunteering as a culinary events specialists, and much more. There are also episodic opportunities for monthly brunches, Souper Fridays, and much more. There are also short term volunteer opportunities. Short term volunteers will be asked to work in administrative and clerical roles due to patient privacy and confidentiality.

**Work schedule:** Opportunities are available at different times during the week and on weekends.

**Registration Instructions:** **Advance sign-up is required.** Contact Melissa Heinlein, Chief of Voluntary Services at 215-823-5868, or via e-mail [melissa.heinlein@va.gov](mailto:melissa.heinlein@va.gov) **at least one week in advance.**

**OSC Verification Form:** Request the **OSC Verification Form** from the Case Manager supervising your work. You may also find the “Verification Form” on the OSC website. This form needs to be completed and signed by the Chief of Voluntary Services confirming your community service hours.

**Special notes:** Students must dress presentably. To avoid injury, open toed shoes and flip flops are not permitted. For health reasons, do not wear shorts. Jeans are not permitted.

If the case for which you came to the attention of the Office of Student Conduct is drug related or of a sexual nature, you may not do your community service at the VA Community Living Center.

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## **MANNA**

2323 Ranstead Street, Philadelphia, PA 19103  
(215) 496-2662, ext. 100

MANNA delivers care and hope by nourishing people living in the Delaware Valley who are at acute nutritional risk due to a life-threatening illness. A small professional staff and more than 1,000 dedicated volunteers produce over 75,000 plus nutritious, freshly prepared, home-delivered meals each day for individuals and families living with HIV/AIDS, cancer or other life-threatening illness. MANNA volunteers are involved in all aspects of food preparation, from chopping and dicing, traying & baking, and helping with daily turn-out. Turn-out is when the prepared food comes together and is portioned by the volunteers into our meal containers to be sealed, dated, and made ready to be delivered to clients. MANNA is unique in that in addition to its internal infrastructure, its capacity relies upon sustaining the volunteer corps that comprises 97% of the agency's workforce.

### **Work schedule:**

Volunteer Shifts are 3 hours in duration. You **MUST** report at the beginning of the shift.

**Monday:** 7:00 AM – 10:00 AM; 8:00 AM – 11:00 AM; 11:00 AM – 2:00 PM; 2:00 PM – 5:00 PM; 5:00 PM – 8:00 PM

**Tuesday:** 7:00 AM – 10:00 AM; 8:00 AM – 11:00 AM; 11:00 AM – 2:00 PM; 2:00 PM – 5:00 PM; 5:00 PM – 8:00 PM

**Wednesday:** 7:00 AM – 10:00 AM; 8:00 AM – 11:00 AM; 11:00 AM – 2:00 PM; 2:00 PM – 5:00 PM

**Thursday:** 7:00 AM – 10:00 AM; 8:00 AM – 11:00 AM; 11:00 AM – 2:00 PM; 2:00 PM – 5:00 PM

**Friday:** 7:00 AM – 10:00 AM; 8:00 AM – 11:00 AM

**Registration Instructions:** You must complete an online application and sign up for a mandatory orientation held at MANNA. Orientation dates and information can be found here: <http://www.mannapa.org/individual-volunteers/>. The volunteer application can be found here: <http://www.formstack.com/forms/manna-volapp>.

The orientation lasts about 45 minutes and will give you a history of MANNA and its mission as well as everything you will need to know to volunteer at MANNA. If you are unable to attend one of the scheduled orientations, then contact Glenda Cooke, the Volunteer Associate, for a one on one orientation.

**OSC Verification Form:** Request the **OSC Verification Form** from the Case Manager supervising your work. You may also find the “Verification Form” on the OSC website. This form needs to be completed and signed by the Volunteer Associate confirming your community service hours.

**Special notes:** Students must wear shirts with sleeves, full length pants, and close-toed flat shoes. Hair/bears nets, gloves, and disposable aprons will be provided to each volunteer.

You can find further information and directions to MANNA at [www.mannapa.org](http://www.mannapa.org).

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**The Pennsylvania SPCA**

350 E. Erie Avenue Philadelphia, PA 19134  
(267) 463-2328 OR (215) 426-6300

The Pennsylvania SPCA is an independent organization that acts as a leading advocate for animals in our region with the goal of improving the lives of Pennsylvania's animals through their core programs. Pennsylvania SPCA has a community service program for individuals completing mandated community service hours. OSC volunteers will take part in activities essential to the Pennsylvania's SPCA's continued success including: washing dishes, laundry, assembling cat litter boxes, sorting donations, administrative tasks, and more. These activities help the shelter run every day and build its capacity to save more lives. Once a student completes 20 hours of community service, there is an opportunity to participate in community service work that involves handling and interacting with the animals within the shelter.

**Work schedule:** Scheduling is completely up to the student. Pennsylvania SPCA has 2 hour volunteer shifts running every day during the times they are open. They are open every day of the week from 8 am – 8pm, except for Sundays when they close at 6 pm. **Help is mostly needed during weekday mornings from 8 am – 10 am and at night from 6 pm to 8 pm.**

**Registration Instructions:** An application and orientation is required prior to volunteering. Students must complete an application, which can be found online at <http://www.pspca.org/get-involved/volunteer/community-service/>. Please include the language “**from the University of Pennsylvania Office of Student Conduct**” somewhere on your application.

Once you complete the application and submit it, Jennifer Johnston, the Manager of Volunteer Programs will reach out to you via phone or e-mail about signing up for Orientation. Orientation is approximately 30 minutes long. You may start your community service hours the day after you complete orientation.

**OSC Verification Form:** Request the **OSC Verification Form** from the Case Manager supervising your work. You may also find the “Verification Form” on the OSC website. This form needs to be completed and signed by the Manager of Volunteer Programs confirming your community service hours.

**Special notes: A minimum of 20 hours of volunteer time is expected.**

Volunteers should come dressed in comfortable clothing that volunteers do not mind getting dirty. **For safety reasons, we ask that volunteers wear pants (no shorts) and closed-toe shoes.** Jeans are highly recommended, as they can stand up to the wear and tear of shelter activities. **Leggings, jeggings, and stretch-waist sweatpants are NOT allowed.**

**Directions:** Pennsylvania's SPCA is right down the street from St. Christopher's Hospital. The 56 and 89 buses have stops right in front of their organization.

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## **Philabundance**

3616 South Galloway Street, Philadelphia, PA 19148-5402  
(215) 339-0900, ext. 1106

Philabundance is a food bank that works to end hunger in the Philadelphia area by rescuing surplus food and distributing it to organizations serving people in need. Work includes sorting non-perishable bulk food, stocking shelves, preparing food boxes, cleaning and other warehouse type work.

### **Work schedule:**

**Monday:** 8:30 AM – 12:00 PM AND 12:30 PM – 3:30 PM

**Tuesday:** 12:30 PM – 4:00 PM AND 6:00 PM – 8:30 PM

**Wednesday:** 8:30 AM – 12:00 PM AND 12:30 PM – 3:30 PM

**Thursday:** 8:30 AM – 12:00 PM AND 12:30 PM – 3:30 PM

**Friday:** 8:30 AM – 12:00 PM AND 12:30 PM – 3:30 PM

**Registration Instructions:** Advance sign-up is required to schedule orientation and sign up for available shifts. All new volunteers must participate in an orientation session, which will take place immediately prior to starting your volunteer session. Create a profile and sign up here: <http://philabundance.volunteerhub.com/>. If you need assistance, please contact the volunteer department at [volunteer@philabundance.org](mailto:volunteer@philabundance.org).

**OSC Verification Form:** Request the **OSC Verification Form** from the Case Manager supervising your work. You may also find the “Verification Form” on the OSC website. This form needs to be completed and signed by Jaclyn Elwell, the Manager of Volunteers, confirming your community service hours.

**Special notes:** For safety reasons, we ask that volunteers wear pants (no shorts) and closed-toe shoes. Jeans are highly recommended.

**Directions:** Subway-Surface trolley to 15th Street Station. Transfer to Broad Street Subway southbound to Citizen’s Bank Park station. Walk east along Pattison Avenue, make right onto S. Galloway Street.

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**The Soup Kitchen at Penn Hillel**  
215 S. 39<sup>th</sup> Street Philadelphia, PA 19104  
(215) 898-7391

As a member of the University City Hospitality Coalition, the Soup Kitchen at Hillel provides a hot meal and a safe environment for people who might not ordinarily be able to obtain these things. The Soup Kitchen is a space for community guests and Penn volunteers to get to know each other over a warm meal and friendly environment. Each Sunday, our dedicated volunteers arrive before dinner to set up the dining hall and make packaged lunches for our guests. When the doors open, volunteers first serve the guests and then – everybody’s favorite part – get to sit down and converse with them. In this informal setting, volunteers and guests build enduring relationships.

**Work schedule:** The Soup Kitchen at Hillel convenes **every Sunday evening from 5:30-7:20** in Hillel’s Falk Dining Commons at Steinhardt Hall. **Volunteers are required to stay the entire time.**

- **5:30 pm:** Volunteers help prepare packaged sandwiches for guests and setup,
- **6:00 pm – 7:00pm:** Volunteers serve a hot dinner to the guests and spend time with them,
- **7:00 pm – 7:20pm:** Volunteers breakdown the soup kitchen.

**Registration Instructions:** Students are required to email three people: their Case Manager, Tess Kerins ([tkerins@sas.upenn.edu](mailto:tkerins@sas.upenn.edu)), and either Rabbi Ilana Schachter ([ischachter@pennhillel.org](mailto:ischachter@pennhillel.org)) or Joan Bobroff ([jbobroff@pennhillel.org](mailto:jbobroff@pennhillel.org)) at least a day prior to volunteering, so they know to expect you at the soup kitchen. Please copy all three parties on the same email. **You will also need to sign in and sign out with Tess Kerins at the soup kitchen, when you come to volunteer.**

**OSC Verification Form:** Request the **OSC Verification Form** from the Case Manager supervising your work. You may also find the “Verification Form” on the OSC website. This form needs to be completed and signed by either Rabbi Ilana Schachter, the Senior Jewish Educator/Campus Rabbi or Joan Bobroff, the Penn Hillel Office Manager. You will have to visit the Penn Hillel during the week to have your paperwork signed.

**Special notes:** The soup kitchen meets every week on Sundays during the academic year with the exception of Sundays that occur during academic breaks and any Jewish holidays during the calendar year. No specific dress code is required.

Specific volunteer tasks include:

- **Set-up:** This involves making PB&J sandwiches (materials will be provided), packaging the sandwiches, and setting up the dining area (i.e., rolling out table coverings, wrapping silverware, preparing drink cups, and more).
- **The Meal:** This involves serving a cooked meal in an assembly-line format, interacting with the guests, and/or passing out plates and drinks.
- **Breakdown:** This includes taking out the trash, cleaning the floors, and wiping down the tables.

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**The Salvation Army of Greater Philadelphia**  
4050 Conshohocken Avenue Philadelphia, PA 19131  
215-825-4637

Whether it is shelter for a displaced family or a warm cup of coffee for our bravest and finest—hope and healing is the message of The Salvation Army. Since 1886, The Salvation Army has been providing social and spiritual services to communities throughout the world. Salvation Army services vary according to the needs of the local Community and the season within the calendar year. Students can expect to assist with office or administrative work or participate in holiday programs at the Salvation Army Seasonal Services Building.

**Work schedule:** The Salvation Army office hours are from 9:00 am to 4:30 pm, Monday – Friday. There are some opportunities to volunteer on the weekends depending on the season since the Salvation Army participates in many seasonal holiday programs. The volunteer sites for the weekend hours may vary depending on availability.

**Registration Instructions:** Students must setup a time to meet with Gary Klemowicz at his office to complete a volunteer application. Once an application is completed, student volunteers will be entered into the Salvation Army database and will be permitted to volunteer.

**OSC Verification Form:** Request the **OSC Verification Form** from the Case Manager supervising your work. You may also find the “Verification Form” on the OSC website. This form needs to be completed and signed by the Chief of Voluntary Services confirming your community service hours.

**Special notes:** Students must dress presentably. For the office, students are expected to wear dress pants and a polo shirt. For seasonal building activities, students must wear sneakers and jeans, basically clothing that can get a little dirty.

**Directions:** Students can take the SEPTA 40 bus from Spruce St & 34<sup>th</sup> Street. The bus travels to the Conshohocken-Monument bus stop on Conshohocken Ave & Cranston Rd, located right outside of the Salvation Army of Greater Philadelphia building. The bus route costs approximately \$6.00 roundtrip.

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**The Free Library of Philadelphia**

201 S. 40<sup>th</sup> Street Philadelphia, PA 19104

(Located on corner of 40<sup>th</sup> Street and Walnut on the western border of campus)  
215-685-7671

Volunteering at the Free Library of Philadelphia is a rewarding and fun experience. Student volunteers will assist in various ways including: helping with special events, assisting Philadelphia's New Americans gain familiarity with a new language by acting as an English Language Facilitator, helping departments maintain their collections, shelving library materials, reading to guests, and provide computer assistance to library guests.

**Work schedule:** The Walnut Street West location has specific volunteer shifts. Students do not have to volunteer during the entire shift but are encouraged to volunteer for at least two – three hours at a time.

Mondays: 1:00 pm – 7:00 pm,  
Tuesdays: 10:30 am – 4:30 pm,  
Wednesdays: 1:00 pm – 7:00 pm,  
Thursdays: 10:30 am – 4:30 pm,  
Fridays: 10:30 am – 4:30 pm,  
Saturdays: 10:30 am – 4:30 pm. (These hours don't start until October.)

**Registration Instructions:** Students must complete a volunteer application. The volunteer application can be found at: <http://freelibrary.org/volserv/VolunteerAppII.pdf>. You will have to print the application in order to complete it. Please include the language “**from the University of Pennsylvania Office of Student Conduct**” somewhere on your application.

Once the application is complete, you may submit it to Bruce Siebers, the Branch Manager, or Keegan Fink, the Adult/Teen Librarian at the Walnut Street West location. You may also email a scanned copy of the completed application to [SiebersB@freelibrary.org](mailto:SiebersB@freelibrary.org) or [FinkK@freelibrary.org](mailto:FinkK@freelibrary.org).

**OSC Verification Form:** Request the **OSC Verification Form** from the Case Manager supervising your work. You may also find the “Verification Form” on the OSC website. This form needs to be completed and signed by the Chief of Voluntary Services confirming your community service hours.

**Special notes:** Volunteers are required to obtain a temporary, 1 year library card. No specific dress code is required.



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**Project HOME/Hub of Hope**  
1515 Fairmount Avenue, Philadelphia, PA 19130  
(215) 232-7272

The mission of the Project HOME community is to empower adults, children, and families to break the cycle of homelessness and poverty, to alleviate the underlying causes of poverty, and to enable all of us to attain our fullest potential as individuals and as members of the broader society. Project HOME strives to create a safe and respectful environment where they support each other in struggles for self-esteem, recovery, and the confidence to move toward self-actualization. Volunteers help to further Project HOME's mission to end homelessness and alleviate poverty in Philadelphia. Project HOME is looking for volunteers who are willing and able to invest their time in supporting the community and improving the lives of those they serve.

**Work schedule:** Students can sign up for a variety of opportunities found on the volunteer calendar at <https://projecthome.volunteerhub.com/>. The major volunteer activities will include:

- Volunteering at Project HOME by helping to sort and organize donations received, assist with administrative tasks, host resident activities like Bingo, and working with the art program. Donations are typically sorted from 2p - 3p, Monday through Friday.
  
- Volunteering at the Hub of Hope by helping to greet people, providing hospitality services, assisting with laundry, and sorting donated gift items. Volunteer shifts at Hub of Hope are three hours long and can be scheduled anytime between 7a – 7p, Monday through Friday. The Hub of Hope serves as a walk-in engagement center and is located in the concourses under Two Penn Center in Suburban Station. Once you are in Suburban Station you will see signs providing directions to the Hub of Hope.

**Registration Instructions:** **Volunteer orientation for the site you are volunteering at as well as advance sign-up is required.** All volunteers are required to utilize the volunteer portal to sign up for their orientation session and any volunteer shifts (<https://projecthome.volunteerhub.com/>). The times of the orientation will vary. If you are volunteering with Project HOME, then you must complete the General Volunteer Orientation. If you are volunteering with the Hub of Hope, then you must complete their orientation session.

**OSC Verification Form:** Request the **OSC Verification Form** from the Case Manager supervising your work. You may also find the “Verification Form” on the OSC website. This form needs to be completed and signed by the Head of Voluntary Services for the site you are volunteering at: Emily Hopkins ([ehopkins@projecthome.org](mailto:ehopkins@projecthome.org)) supervises the Hub of Hope and Taylor Chenevert ([taylorchenevert@projecthome.org](mailto:taylorchenevert@projecthome.org)) supervises any general volunteer activities for Project HOME.

**Special notes:** Students are permitted to dress casually.

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**Penn Museum Archives Department**  
3260 South Street, Philadelphia, PA 19104-6324  
(215) 898-8304

The Penn Museum Archives houses the records from the many museum archaeological and anthropological expeditions, as well as the administration of the museum, and documentation of its artifact collections. In addition to field notes and correspondence, they hold three-quarters of a million images and nearly one thousand reels of motion picture film. Archivists identify, catalogue, organize, and preserve records of enduring value, and make them available to researchers.

**Work schedule:** Students are permitted to volunteer whenever it works best for their schedule as long as the volunteering occurs between the hours of 9a – 5p, Monday through Friday.

Volunteers will assist in the following areas of archival care and management:

- Basic preservation projects, such as rehousing negatives in acid-free envelopes, or creating custom polyester enclosures for large plans and drawings,
- Catalogue images in the photographic database,
- Assist with reference requests, and
- Digitize sets of records.

The Penn Museum Archives department is looking for individuals with good organizational skills, basic research skills, are able to work independently, and pay attention to detail.

**Registration Instructions:** Students must contact the Head Archivist, Alex Pezzati at [apezzati@upenn.edu](mailto:apezzati@upenn.edu) to schedule any volunteer/community service hours. Training may be required and will vary, depending on the volunteer activity. For a digitization project, training would include learning how to handle the material, using the scanner and image manipulation software, learning how to name and tag the digital files, filing and back-up, and more. For an image cataloguing project, training would include learning to use the photograph database, which data goes into the specific fields, learning to look for identifying information in the images themselves or through a search of the records, etc. Preservation projects will have their own separate training process.

**OSC Verification Form:** Request the **OSC Verification Form** from the Case Manager supervising your work. You may also find the “Verification Form” on the OSC website. This form needs to be completed and signed by the Head Archivist, Alex Pezzati, confirming your community service hours.

**Special notes:** Volunteers do not have a specific dress code, but are asked to be presentable (for example, no pajamas or slippers).