



## Quick Start Guide for Service Learning

1. Choose at least two (2) agencies of interest from your [course's](#) pre-approved list.
2. Visit those agencies at SERVE fair Thursday, August 28 from 12pm – 2pm to meet representatives from agencies and vie for an OFFER to serve at their agency.
3. Be sure to share your name & contact information, including the SL course in which you are enrolled.
4. Wait for an offer (*Offer Period: Aug 28 – Sep 5, 2025*) if no contact by 9/2/2025, contact the agency
5. *Acceptance Period* (Sep 5-12, 2025) say “Yes” to your chosen offer site (say “No” to extra offers received) and complete the OCELTS Acceptance Form.
6. Set Schedule, Complete Pre-service Requirements, with site supervisor, as necessary
7. Start Serving and be sure to Log your Service Hours on the [OCELTS SL timesheet](#).