

Service Activity/Opportunity



Make request through Service Coordinator or send written request to CELL e-mail



CELL secretary or work study notifies Service Coordinator of request



Service Coordinator approves activity and directs CELL secretary to send notification of activity via e-mail



CELL secretary sends e-mail to all Allen College faculty/staff and students IHS e-mail accounts from the CELL. This message directs where people are to respond (agency or individual). This e-mail includes those who completed service pledge cards.

Student services education secretary posts info on WebCT.

