Environmental Stewardship
Service Learning

Registering for a Project

Center for Earth and Environmental Science

IUPUI School of Science
Registering for a CEES Service Learning Project begins on the Center’s web page.

Go to https://cees.iupui.edu
From the Service Learning drop down menu, select the current semester events.
This page provides other important information as well.

Details about the locations where service learning events take place can be found by following the All project sites link.

Whether registration is open (and if not, when it will begin).

Links are provided to other sources of information relevant to service learning.

Which projects are open, closed, or have been completed.
Basic information is provided about each project:

Project number, title, and status.

Date and time the project will take place.

In-person projects typically take place on Fridays and Saturdays. The following Sunday is used as a back-up date in case the scheduled date needs to be cancelled. Be sure that you are available for the back-up date as well as the originally scheduled date!

DIY projects take place over a range of dates.

How many people the project can accommodate.

This is not relevant for DIY projects.

Where the project will take place.

A brief description of the activity.

The general category of impact of the project is provided in parentheses. Categories include restoration (general improvement of habitat quality), water quality improvement, and community science.

The identity of our project partner.
If you have need of more service hours than CEES Service Learning can provide, a list of other organizations in need of volunteers is at the bottom of the current projects page.

Other Service Opportunities

Can't find a CEES project that fits your schedule? Does your professor require multiple service projects? Consider volunteering with other organizations. Volunteering opportunities will be added below as CEES learns about them.

**Holliday Park:** year-round volunteer opportunities. See the [Friends of Holliday Park](#) web page for more information about the park, its calendar of events, and volunteering, or call 317-327-7180.

**Invasive Species Strike Team:** meets the second Saturday of each month (March through December, 9:00AM - noon) at the Ornithology Center at Eagle Creek Park (71st Street entrance) to remove invasive plant species. For more information, contact Brenda Howard (Senior Ecologist, Department of Public Works - City of Indianapolis, 317-327-7470).

**Felege Hiwyot Center:** various opportunities throughout the year. Contact Felege at 317-545-2245 for more information, or go to the [Felege web site](#).

**Keep Indianapolis Beautiful:** tree planting and other opportunities (multiple dates).
When you have decided on a project and are ready to register . . . . .

Service Learning registration for Fall 2020 is now OPEN.

A brief introduction to the projects available this fall can be found here.

Information guides relating to service learning in general and the DIY service projects in particular are also available.

Projects OPEN: 1, 2
Projects CLOSED:
Before you register, read the introductory information.

Guidelines will differ for in-person projects and DIY projects.

Registration for in-person projects is limited to one project per student unless special conditions apply (such as taking the G-199 Service Learning in Geology course).

NOTE: an Assumption of Risk waiver is necessary for participation.

You may not register for a friend. Terms and Conditions apply; read the Assumption of Risk and Photo Release, give authorization and provide an electronic signature at the end of the registration page.
REGISTRATION & WAITLISTING

You must fill out all fields marked with a * red star.

If the project you want is open, select that project from the Project menu and leave the Waitlist menu blank.

**Please register using your university email address. Occasionally, non-university email addresses do not interact well with the university system.**

Project *
- Select -

Waitlist: Optional field (select only if your desired project has reached capacity)
- None -

First Name *

Last Name *

Preferred email *

If the project you want is closed, you have two options:

Choose a second choice project from the Project menu and your first choice project from the Waitlist menu.

You will be informed if space opens in your 1st choice project, and you will have the option to switch to your 1st choice.

Choose WAITLIST from the Project menu and your first choice project from the Waitlist menu.

This lets the Center know that there is only that one project that interests you. You will be informed if space becomes available.

Please use your IUPUI email address.
Registering for a Service Learning Project

Fill in all * red-starred fields.

- ✓ Instructor: Don’t forget to provide your instructor’s name. Course name, too!
- ✓ Read Terms & Conditions: Read the terms & Conditions – they apply!
- ✓ Assumption of Risk: Read and sign the Assumption of Risk statement. You cannot participate without signing the waiver.
- ✓ Electronic Signature: Sign your registration.
- ✓ Confirmation: You will receive a confirmation email once you have submitted your registration.

This applies to DIY projects as well as in-person projects.
Online Project Confirmation

Once you have successfully registered, you will receive an email confirmation that looks something like this.

Standard “boilerplate” – specifics do not apply to all projects.

Example: 25 is not the set number of participants in all projects; some projects accommodate more people, some less.

To avoid overbooking, in-person projects are “closed” before they are completely filled. Wait listing is used to fill projects to capacity.

You have registered for a service learning event. PLEASE READ THIS MESSAGE CAREFULLY

Provided (1) you have not chosen "waitlist", (2) you have registered at least 7 days before the event; and, (3) you are among the first 25 registrants, you will be added to the service learning registration list.

If you are wondering if you are among the first 30 registrants, check the confirmation page to see how many students registered for the same event before you. We make our best effort to close registration when the event fills and to accommodate everyone who has registered if there are more than 30 registrants; however, we cannot guarantee you a spot if an event is substantially overbooked.

In the case you cannot be accommodated, we will notify you as soon as we discover the overbooking (usually within a couple of days of your registration). No news is good news!

If you signed up for "waitlist", you will be notified if a space becomes available for an existing event or new events are added.

Information for each project can be found on the individual project page. Please investigate this page for resources, directions and any other necessary information.

Events are subject to change due to weather. Cancellations are made in advance as soon as possible and always by 7am of the day of the event, with the exception of poorly predicted rapidly changing conditions. We advise you to check our website and the email address that you provided prior to leaving the house the day of the event.

If you have questions, please email cees@iupui.edu. You should receive a reply within 48 hrs. (usually sooner) M-F.

If you do not receive a confirmation notice, you probably made an error when entering your email address.

Please make sure that you enter your email address correctly!
Additional Information

In-person Projects

Participants are taken on a first come first serve basis, so please sign up well in advance of the project date – projects often fill to capacity quickly!

Submit online registration information ONLY once.

If you make a mistake, email cees@iupui.edu with corrections.

If you need to cancel, send an email to notify the Center.

Please cancel as far in advance as possible so that your space can be offered to someone on the waitlist.
Additional Information

In-person Projects

You must complete the entire work day (3.5 – 4 hours) to receive credit.

A reflective essay prompt is completed at the end of the work day.

A copy is sent to you and to your course instructor.

Project cancellations will be posted 24 hours before the start of a work day (when possible): check the CEES website (homepage) and your email.

The event is automatically moved to the rain date (usually the following Sunday)

The event time may change – details will be sent by email.

A time change is likely if BOTH Friday and Saturday events were cancelled.
The Week of the Project

In-person Projects

You will receive a reminder email with details about the event.

**Map and driving directions.**

**Copy of the Assumption of Risk waiver.**

You cannot participate without this waiver.

Minors must have the waiver signed by a parent or guardian.

The waiver is also a photo release. If you do not want to be photographed, please let the Service Learning Project Leader know when you arrive for the event.

You must sign a waiver to participate.

Extra waivers will be brought to the event.

Reminder email is typically sent out on Tuesday of project week.

If you did not provide a correct email address when you registered, you will not receive a reminder note.
Additional Information

DIY Projects

Additional information relevant to DIY Service Projects is located on the Center’s website at: https://cees.iupui.edu/diy-stewardship-projects

This includes Project Guides with step-by-step instructions, pictorial guides, data sheets, links to apps.
Field work for the DIY Projects must be completed by the last day of the time period indicated on the project listing.

The data sheet for the DIY project must be emailed to CEES no later than 5 days after the last day of the project.

Any PowerPoint files for the DIY project must be emailed to CEES no later than 5 days after the last day of the project.

Upload of data to an outside platform, such as iNaturalist, should be completed no later than 5 days after the last day of the project.
Questions?

Contact:

Dr. Victoria Schmalhofer
cees@iupui.edu
MUCH LEARNING

SO ENVIRONMENT

SUCH CLEAN

AMAZE

WOW

VERY SERVICE