

## **LMU-DCOM TOUCH Definitions**

### **Item 1**

The national TOUCH document states:

“For the purposes of the TOUCH program, “community service” will be defined as any activity that works to improve the health and wellness of a community. This includes local, state, national, and international activities.”

“Community” as defined and interpreted means any individual outside of DCOM students, faculty, and staff.

This means that ANY community service event which primarily benefits or only benefits DCOM students, faculty, and/or staff WILL NOT count as TOUCH hours.

### **Item 2**

The national TOUCH document states:

“Leadership responsibilities in a COM student organization will not count towards TOUCH hours unless those responsibilities involve participation in a specific community service activity.”

And

“Administrative tasks that do not take place at the event will not count (i.e. paperwork, filing, organizational tasks).”

“Leadership responsibilities” are defined and interpreted as any time spent working on a community service activity that was NOT made available to every member of the club, organization, or to the general DCOM student body.

This means any time spent planning or working on a community service or fundraising event as a club officer or a committee member falls under the responsibilities of that position and WILL NOT count as TOUCH hours. For time spent on a specific community service or fundraiser event that is sponsored by a club to count as TOUCH hours, the activity must be made available to all club members or the entire DCOM student body.

### **Item 3**

The national TOUCH document states:

“Simply collecting money for a philanthropic cause will not suffice as service to the community.”

Starting from the date of policy approval, “money for a philanthropic cause” shall be defined as ALL donations, monetary or items (e.g toys, food, clothes, etc).

This means that after the policy approval vote, any donation, as defined above, WILL NOT count as TOUCH hours. This does not apply to fundraising events that donate the proceeds to charity as defined in the National TOUCH Guidelines. Any hours spent working at donation collection stations or delivering donations will still be TOUCH eligible as long as they are made available to a minimum of all members of the sponsoring club as defined in Item 2. The purpose of this is to “encourage activity in the community” as stated in Item 3.(F) in the National TOUCH Guidelines.

#### **Item 4**

The national TOUCH document states:

“Any hours gained greater than 10 must be validated by the TOUCH coordinator or signed off by the contact of the event through a consent form. Failure to supply these requirements will result in zero credit for the volunteer hours gained.”

This means that any single or reoccurring activity submitted throughout the current TOUCH year for hours equaling or exceeding 10 hours must be accompanied by a TOUCH authorization form complete with signature by the contact or contact information for the event.

#### **Item 5**

The national TOUCH document states:

“Community service is defined as any event that involves active participation or directly benefits the betterment of the community either local or global”

This means that any hours in which students are actively participating can be submitted for TOUCH approval. For example while on a medical outreach trip, a student may submit the number of hours that they were actively volunteering. This would not include hours of travel time, sleeping, eating, etc.

Each year these items are to be reaffirmed by vote of the new TOUCH coordinator and SGA officers pending updates on the national TOUCH protocols from the COSGP.