

Questions?

If there is a non-profit at which you are interested in volunteering that is not listed on the approved list, contact the Human Resources Division to review the non-profit.



Everyone can be great because anyone can serve. You don't have to have a college degree to serve. You don't even have to make your subject and your verb agree to serve... You only need a heart full of grace. A soul generated by love.

— Dr. Martin Luther King, Jr.



Commonwealth of Massachusetts



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SERV Guidelines
www.mass.gov/serv

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Commonwealth of Massachusetts

SERV

Executive Branch
Employee Volunteer
Program



We can only transform the Commonwealth one person at a time.

— Governor Deval Patrick

www.mass.gov/serv

A Few Simple Steps to Becoming a SERV Volunteer



What is SERV?

SERV is an employee benefit available to eligible employees in the Executive Branch who have at least six months of state service.

With supervisor approval, an employee may volunteer during regular work schedule up to one day per month at an approved Massachusetts non-profit organization (7.5 or 8 hours/month; pro-rated for part-time employees.) Eligible areas include:

- Education
- Youth Mentoring
- Public and Charter Schools
- Health and Human Services
- Public Safety
- Environment

Step 1: Read the Guidelines and Select an Approved Non-profit

Refer to the list of approved non-profit organizations to ensure it is an eligible organization. www.mass.gov/serv

Step 2: Contact the Non-profit

Contact the non-profit to learn more about volunteer opportunities, schedules, background checks/ interview requirements, training and orientation requirements. Review the lists of acceptable and unacceptable activities on the HRD website.

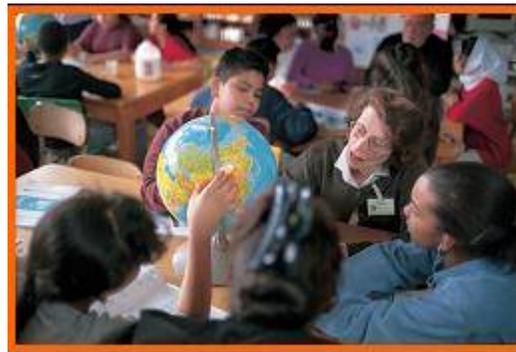


Photo courtesy of Corporation for National & Community Service

How wonderful it is that nobody need wait a single moment before starting to improve the world.

— Anne Frank, *Diary of a Young Girl*

Step 3: Complete a SERV Request Form

Complete a SERV request form at least 30 days in advance of the volunteer date and submit it to your supervisor. Your request will be approved or denied based on agency operational needs. After you receive approval, contact the non-profit to let them know you are approved. You'll need to complete a request form 30 days prior to each time you want to volunteer.

Step 4: Complete a SERV Verification Form

On the day you complete your volunteer work, have the non-profit sign the verification form. Give the completed form to your supervisor on your next work day.

“I’ve been given the opportunity to see life through a child’s eyes and just have a lot of fun...And even though we come from very different backgrounds, we’ve been able to learn quite a bit from each other.”

Susan Montgomery-Gadbois,
Director Human Resources,
MA Department of Revenue
and **Big Sister** volunteer