

MCC Public Meeting and Volunteering Guidance

All MCC participants must attend one public meeting and volunteer once with nonprofit organizations or agencies in order to successfully complete their term of service. The purpose of these program requirements is to expose participants to a full spectrum of civic engagement activities and encourage ways to actively participate in their new communities, fulfilling one of MCC's program objectives. As attending these events are program requirements, time spent in attendance should be reflected on your timesheet.

NON-MCC VOLUNTEERING:

The ability to seek out and commit to volunteer opportunities in your community is a strong indicator of engaged citizenship. Please adhere to the following guidance when completing your requirement:

- Non-MCC volunteerism must be completed with a nonprofit, 501(c)3 organization, or a government entity (land management agency, school, university, city, etc). It may not be for the agency serving as a host site.
- Non-MCC volunteering will be documented electronically by the participant and will include the name of the organization, a description of service activities, the date and duration volunteered, and the name of someone from that organization who was present at the time of volunteering.
**Participation at a Service Day or Project hosted by MCC does not count toward the Non-MCC volunteering requirement.*

PUBLIC MEETINGS:

Understanding the public process is one of the keys to understanding democracy and the role of an engaged citizen. Please adhere to the following guidance when completing your requirement:

- All meetings must be open to the public and include an element of public decision making and/or relevance to public policy.
- Members are instructed to **observe, not participate in public meetings**. If asked, members may identify themselves as members of MCC and share why they are in attendance.
- Public meetings must be documented electronically by the participant and will include the title of the meeting, its date and time, and a brief description of the meeting's content.
**MCC staff may request a copy of an agenda from the meeting.*
**Public meeting attendance does not count toward the Non-MCC volunteer requirement.*
- **Should a member desire to participate in a public meeting as a private citizen they:**
 - Are not to wear their MCC uniform
 - Must not identify their participation as a function of the MCC
 - May not document their attendance towards this program requirement

SUBMISSION OF YOUR EVENTS:

- The Non-MCC Volunteering and Public Meeting Attendance are submitting electronically. Use the links below and answer each question to the best of your ability.
 - Public Meeting Tracking: <https://www.tfaforms.com/4604247>
 - Volunteerism Tracking: <https://www.tfaforms.com/4613619>
 - Both forms require you to enter your **MCC code**. This code is your first and last initials followed by the last **three** numbers of your social security number. For example AB123
- Time spent at a public meeting or volunteer event counts towards your term of service and should be reflected on your timesheet. Simply log the time as *PROGRAM REPORTING*.
***Remember your timesheet description should reflect the majority of your day, so if the majority of your day was not spent at one of these events your daily description should not include PROGRAM REPORTING.*