



# 50 Acts of Service

<b>Service Project Title</b>	<b>Forbes House – Christmas in July 2018</b>
<b>Date</b>	June and July 2018
<b>Brief Description</b>	<b>Forbes House</b> needs everyday items, such as paper products and cleaning supplies, as well as summer clothing for men, women and children.
<b>Number of people needed</b>	No limit. Please consider providing much-needed essentials for your neighbors in need.
<b>Full Description</b>	Donations are scarce this time of year. Please help support Forbes House during the “Christmas in July” donation drive. Forbes House has indicated a current need for the following items:  <b>paper plates; plastic cups; sippy cups; shaving cream; floor cleaner and mop heads; Lysol spray; drawing pads of paper; laminating sheets; headphones and earbuds; shorts, tank tops, t-shirts and summer pajamas for men, women and children – all sizes.</b>
<b>Location</b>	Collection boxes on Lakeland’s campus.
<b>Resources Required</b>	Drop off any donations in collection boxes on campus.
<b>Date and Time</b>	Purchase and donate supplies and clothing.
<b>Contact Person</b>	Jan Post, Lakeland Staff Association, <a href="mailto:jpost@lakelandcc.edu">jpost@lakelandcc.edu</a> , 440-525-7744

So long as employees have their supervisors' approval, then reasonable amounts of time away from the regular work assignment to assist with limited, non-recurring, episodic college sponsored service projects does not have to be claimed as benefit time. Employees are encouraged to consider how they might, with supervisory approval, flex their work schedule to accommodate the volunteer activity.