

*The Suffolk Educational program
for Recruitment in the Voluntary
Emergency Service*



Administrative Guide

Pursuant to Resolution 818 - 2002 of the County Legislature

COUNTY OF SUFFOLK
DEPARTMENT OF FIRE, RESCUE AND EMERGENCY
SERVICES , March 2007

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The **Suffolk Educational** program for
Recruitment in the Voluntary Emergency
Service
SERVES
Administrative Procedures

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II. Introduction

In most areas of Suffolk County, it is volunteers who respond to fire, rescue, and emergency medical (EMS) emergencies. In many parts of our county, the memberships of these volunteer emergency services agencies have declined to critical levels.

In response to this vital need for volunteers, Suffolk County has developed the Suffolk Educational program for Recruitment in the Volunteer Emergency Services (SERVES) scholarship to serve as an incentive for people to join the volunteer emergency services.

The SERVES scholarship program was developed as a way to recruit new volunteers in a response to a critical need identified by our county's volunteer fire departments and emergency medical services providers.

This program will allow new recruits to attain a two-year degree from S.C.C.C. In order to ensure that the program is cost-effective, it will be reviewed on a semester-by-semester basis.

In addition to ensuring the safety and security of Suffolk County communities, reliable and efficient fire protection also equates to lower fire insurance rates. Keeping fire and EMS service costs low in our communities is an important economic development tool and benefits all of us.

Developed by the Department of Fire, Rescue and Emergency Services and Suffolk County Community College (SCCC), this innovative program is available for full and part time students entering SCCC.

Recruits under the SERVES scholarship program will be eligible for have their tuition paid in full after acceptance into the membership as an active member in good standing in one of Suffolk County's volunteer fire companies or EMS providers. There is no limitation as to the academic program the SERVES recruit can enter at any of SCCC's three campuses.

SERVES recruits must maintain volunteer activity and training levels and certain academic objectives during their course of study and must commit to a post-education service obligation of two (2) to five (5) years following the receipt of their total SERVES funding.

This program will have materials printed and supplied countywide by F.R.E.S. through the volunteer emergency services and through the college recruitment outreach efforts of SCCC. In addition, SCCC will construct and maintain a web page (linked to the FRES web page) that will not only supply information and answer frequently asked questions, but will have the required forms downloadable.

NOTE:

Suffolk County Community College is referred to as "SCCC".

Suffolk County Department of Fire, Rescue and Emergency Services is referred to as "FRES".

Sponsoring Agency or Agency; Any eligible Suffolk County volunteer fire department, volunteer fire company, volunteer fire district, volunteer ambulance corps, volunteer emergency medical service squad as listed in Appendix "A" of this manual.

Chairperson; Any person who serves as the highest title in an administrative capacity in an eligible fire district, fire company Chairperson or volunteer ambulance corps Chairperson of directors, as listed in Appendix "A" of this manual.

Chief; Any person who serves as the highest title in a primarily operations capacity in an eligible fire department, fire company or volunteer ambulance corps as listed in Appendix "A" of this manual.

III. Acknowledgements

This innovative program is a result of a cooperative and collaborative effort between County of Suffolk government and Suffolk County Community College:

- Suffolk County Fire Rescue and Emergency Services Commission
- Suffolk County Volunteer Recruitment and Retention Committee
- Suffolk Community College –
- Suffolk County Department of Fire, Rescue and Emergency Services

IV. Process Steps

Following are the steps intended to process a student candidate through the SERVES program:

- Step 1** – Candidate completes Sponsoring Agency membership application and SERVES Volunteer Service Commitment Form – indicating course of study and full or part-time goals.
- Step 2** – Candidate meets local membership prerequisites and is accepted into the Sponsoring Agency.
- Step 3** – Sponsoring Agency’s Chairperson forwards SERVES nomination form by May 1st of each year for the upcoming fall semester along with a copy of the candidate’s application and required Suffolk County disclosure forms from the sponsoring agency to the Suffolk County Recruitment and Retention Committee. Each application will be acknowledged by FRES and an approximate date of final determination will be included.
- Step 4** – Student completes SCCC admissions process (including placement test) and is accepted for enrollment as a matriculated student. The student completes all financial aid forms (i.e.FAFSA) for consideration eligibility.
- Step 5** – After the May 1 deadline the Suffolk County Recruitment and Retention Committee (whose Members are subject to all appropriate Suffolk County disclosure rules and forms) reviews nomination form; verifies costs; verifies financial aid and decides on scholarship. All applicants will be sent a letter of determination approximately 4-6 weeks after the annual May 1 deadline.
- Step 6** – The Student granted the award obtains SERVES confirmation from FRES and begins associate degree program or part-time course of study. Students not being approved will receive a decision letter.
- Step 7** – The student and the Sponsoring Agency will monitor the student’s volunteer service progress throughout the entire program.
- The student and SCCC will monitor the student’s educational progress throughout the entire program.
- FRES will act as the clearinghouse to monitor the student’s educational and volunteer service progress throughout the entire program.
- Step 8** – Student begins service commitment period following degree attainment or fulfilling part time study goals. ***See Service Obligation Section VIII

These steps are provided as a guide for the scholarship process. However, the program is flexible to accommodate changes in this sequence due to time or other constraints as long as the Sponsoring Agency confirms a candidate’s eligibility and signs the Volunteer Service Commitment Form.

V. Financial Management

All funds earmarked for SERVES shall be maintained by FRES at all times and all balances shall rollover each year to ensure available funding for each SERVES participant through this conclusion in the program. The Central Business Office of SCCC shall manage distributing funds out of the account and transfer of funds into the account from various sources.

Via the Volunteer Service Commitment Form, the student must agree to apply for all other available sources of financial aid in accordance with the standard Free Application for Federal Student Aid Form (FAFSA), and to use SERVES funds only to supplement any tuition not covered by other sources of financial aid, and only after other such resources have been exhausted.

The student must file the FAFSA Form at least ninety (90) days prior to the start of each academic year (September). Failure to do so may result in forfeiture of SERVES scholarship eligibility.

FRES will issue a confirmation letter to the student to cover tuition. A copy of this letter will be forwarded to the SCCC Director of Financial Aid. One (1) letter will be issued per student per semester.

Upon receipt of the confirmation letter by SCCC, the student's tuition will be deferred until the total available financial aid package is determined for the semester covered by the letter.

The SCCC Financial Aid Office and/or Central Business Office will forward an acknowledgement of each SERVES student's financial aid status to FRES prior to the start of each academic year (September).

General Coverage – SERVES funds will be applied to tuition for Fall and Spring semesters only. Tuition for Summer and Winter semesters, are not covered under this program.

Full Time – Full-time status is defined as 12 or more credit hours per semester. The total scholarship amount awarded to any full-time student under the SERVES program shall not exceed the equivalent cost of tuition for four (4) full-time semesters or sixty (60) credit hours total. No further scholarship funds will be distributed to a student once they have received total SERVES funds equivalent to the cost of tuition for four (4) full-time semesters or once they have attained an associate degree – whichever occurs first.

***Withdrawal:** A full-time student who withdraws from any course after the start of instruction in any semester, and as a result of this withdrawal falls below full-time status, will be responsible for immediate reimbursement to Suffolk County of all tuition costs incurred for credits withdrawn from based upon the completion of a promissory note completed each semester. However, a full-time registered student may convert to part-time study prior to the start of instruction in any semester without forfeiture of SERVES funds. Funding will then be distributed as described under "Part Time" below*

Part Time – Part-time status is defined as fewer than 12 credit hours per semester. The scholarship amount awarded to any part-time student under the SERVES program shall be less than the cost of twelve (12) credit hours per semester or sixty (60) credit hours total. No further scholarship funds will be distributed to a student once they have received total SERVES funds equivalent to the cost of sixty (60) credit hours or once they have attained an associate degree – whichever occurs first.

***Withdrawal:** A part-time student who withdraws from any course after the start of instruction in any semester will be responsible for immediate reimbursement to Suffolk County of all tuition costs incurred for credits withdrawn from based upon the completion of a promissory note completed each semester. However, a part-time registered student may convert to full-time study prior to the start of instruction in any semester without forfeiture of SERVES funds. Funding will then be distributed as described under "Full Time" above.*

FORMS

The following Forms are attached in appendix section 'B' of this procedural manual.

- ❑ **Volunteer Service Commitment Form** – Each SERVES candidate and their Sponsoring Agency Chairperson shall complete this form following or concurrent with acceptance into agency membership. This Form addresses the service and financial obligations of all parties to the agreement.
- ❑ **Student Promissory Note** – The selected candidate must complete this form each semester guaranteeing repayment to Suffolk County based upon failure to meet obligations.
- ❑ **Standard Suffolk County Voucher** – This Form shall serve as authorization for SCCC to withdraw funds from the appropriate scholarship fund account.

The voucher shall indicate the following:

The maximum number of credit hours or full or part-time semesters to be covered by the voucher.

The appropriate scholarship fund account (001-FRE-3400-4770) from which SERVES funds shall be withdrawn by SCCC.

FRES will guarantee all student scholarship funds are paid to SCCC.

- ❑ **Tracking Form-Sponsoring Agency** – This Form shall be signed by the Sponsoring Agency Chief and used to monitor the student's volunteer service progress throughout the entire program.
- ❑ **Tracking Form-College** – SCCC will forward a copy of each SERVES student's academic transcripts to FRES at the conclusion of each semester for which SERVES funds were distributed to the student. The transcript shall serve as the College Tracking Form to monitor the student's academic progress throughout the entire program.
- ❑ **Collections** – The Suffolk County Attorney shall handle all collections for scholarship repayment if service and/or academic commitments are not met.

VI. Scholarship Selection Criteria

The program is designed to create a true partnership arrangement between the Sponsoring Agency and the SERVES recruit and to create a system for success – not failure. To ensure the overall success of the student, it is imperative that each Sponsoring Agency and each SERVES recruit collaborate on a plan for achieving operational and educational success (balancing commitments at home, work, school and the Sponsoring Agency).

The objectives of the program include:

- ❑ Create an administrative process that maximizes the number of sponsoring agency's volunteers and provides for the reasonable successful outcome for the SERVES recruit, the Sponsoring Agency and SCCC.
- ❑ Create a selection process that should funding be limited quantifies and qualifies the Sponsoring Agency's need for volunteers and verifies both Sponsoring Agency and SCCC pre- qualifications have been met.
- ❑ Create a selection process that is objective yet flexible to meet the needs of program.
- ❑ Form a true partnership between the Sponsoring Agency and the SERVES recruit.

GENERAL ELIGIBILITY:

The SERVES program is designed to recruit new members to the volunteer emergency services and is not currently offered as a retention tool. Therefore, persons who are enrolled members of an eligible Sponsoring Agency prior to April 30 of the prior year are not eligible for scholarships under

the SERVES program. . **If a Sponsoring Agency accepts a person as a full member prior to their eighteenth birthday, the time served prior to the age of eighteen will be waived toward determination of eligibility. If a candidate did join their Sponsoring Agency prior to eighteen, documentation of initial membership date and Sponsoring Agency policy must accompany the Volunteer Service Commitment (application).**

Candidates must be residents of the County of Suffolk.

Eligibility for SERVES scholarships is first subject to the total funds available for the scholarship program.

The following outlines eligibility for the SERVES scholarship program:

- ❑ **INELIGIBLE:** Persons who are enrolled (active) members of a Suffolk County volunteer emergency services agency prior to April 30 of the prior year.
- ❑ **INELIGIBLE:** A current volunteer who quits their volunteer emergency services agency and rejoins their agency-OR- a current volunteer who quits their volunteer emergency services agency and joins a neighboring agency for the purpose of taking advantage of this scholarship. This practice defeats the purpose of this recruitment tool and does not benefit the sponsoring agency.
- ❑ **ELIGIBLE:** Young adults as members of a Sponsoring Agency's youth program who are not also enrolled (active) members of a Suffolk County volunteer emergency services agency prior to April 30 of the previous year.
- ❑ **ELIGIBLE:** Persons who enroll as active members of an eligible Suffolk County volunteer emergency services agency after April 30 of the prior year; but since the previous academic year's scholarship nomination deadline (May 1).
- ❑ **ELIGIBLE: Young adults who joined Sponsoring Agency prior to their eighteenth birthday and have not reached the age of nineteen prior to April 30.**

A list of eligible Suffolk County volunteer emergency service agencies is attached in Appendix Section 'A' of this procedural manual.

As outlined in the process steps, the SERVES candidate must not have received an associate degree, meet local membership prerequisites and be accepted into the Sponsoring Agency prior to or concurrent with processing into the SERVES program.

The Sponsoring Agency Chairperson must forward the SERVES nomination (volunteer service commitment Form) to the Suffolk County Recruitment and Retention Committee by May 1 of each year. The candidate must indicate a major course of study and complete SCCC's admissions process (including placement test) and be accepted for enrollment as a matriculated student.

The Sponsoring Agency may be requested to complete and submit an Emergency Services Community Census to determine recruitment needs and eligibility.

The Suffolk County Recruitment and Retention Committee will review (with all references to Candidate names deleted) all nominations and other forms to approve or decline scholarship eligibility.

Being accepted into the membership of the Sponsoring Agency and/or being accepted for enrollment at SCCC does not guarantee the student will be awarded a scholarship under the SERVES program.

Satisfying these two criteria simply make them eligible for a scholarship.

SPECIAL CONSIDERATIONS:

Preference may be given to candidates for whom matching funds are available from the respective Sponsoring Agency, municipality, fire district, legislative representative and/or corporate sponsors or any combination thereof.

This program also provides an option empowering the Suffolk County Legislature to grant special SERVES scholarships as a recruiting incentive in those circumstances where an extraordinary need or concern for public safety may indicate that they are appropriate.

Requirements for the Legislature to provide extraordinary grants under SERVES include:

- ❑ Clear and obvious need to increase volunteer enrollment for the Sponsoring Agency.
- ❑ This need must be demonstrated in a letter to the Suffolk County Volunteer Recruitment Committee and

the FRES Commissioner to be submitted by the Chairperson and Chief of the Sponsoring Agency.

- ❑ Prompt verification of the membership needs of the Sponsoring Agency will be made by the Suffolk County Volunteer Recruitment Committee and reported to the FRES Commissioner.

VII. Scholarship Renewal Criteria

SERVES recruits must maintain volunteer activity and training levels and certain academic objectives during their course of study. SCCC and the Sponsoring Agency that these objectives have been met will use the SERVES Commitment Letter and Tracking Form for verification.

Following the end of each semester, SCCC must forward the College Tracking Form to FRES to verify that the SERVES recruit has maintained acceptable academic standards during the preceding semester.

Use of the SERVES Agency Tracking Form will continue after the candidate has achieved their educational objectives to ensure that their service obligation has been satisfied.

VIII. Service Obligation

OBLIGATION DURING ENROLLMENT AT SCCC:

SERVES candidates must maintain acceptable volunteer activity and training levels and certain academic objectives during their course of study. Meeting these objectives will be verified by the Sponsoring Agency on the Agency Tracking Form and by SCCC on the College Tracking Form Within fifteen (15) days following the end of each semester on a semester-by-semester basis.

TERMINATION DURING ENROLLMENT AT SCCC:

Failure to meet acceptable volunteer activity levels and/or a cumulative grade point average (g.p.a.) of 2.0 or higher for any semester in which the student received funding from this scholarship program will immediately terminate the student from the SERVES program but will relieve the candidate of any associated service obligations to the sponsoring agency. The student must, based upon a promissory note executed each semester, reimburse the County of Suffolk all SERVES funds received for all semesters attended to date under the SERVES program. The student will not receive any further SERVES funds and no further confirmation letters will be issued.

Complete withdrawal from SCCC during a given semester will automatically terminate the student from the SERVES program but will relieve the candidate of any associated service obligations to the Sponsoring Agency related to the semester withdrawn from. The student must then reimburse the County of Suffolk all scholarship funds received for all semesters attended to date under the SERVES program. The student will not receive any further SERVES funds and no further confirmation letters will be issued.

CONTINUING EDUCATION AFTER ENROLLMENT AT SCCC:

A SERVES student, who end their time at Suffolk County Community College (SCCCC) may for one-time only, choose to continue their full-time education. A SERVES student will be permitted to defer service requirements if they attend a four year school as a non-commuter student and/or receive an agency leave for a period no less than September through May each year. Please note that a continuing education SERVES student can choose to remain an active member and begin the service obligation period immediately in accordance with this Administrative Guide. Such a request must be submitted in writing to

the Department of Fire, Rescue and Emergency Services within six months of termination of attendance at SCCC. If approved, the SERVES student must provide a copy of their schedule and report card for each semester. Such a deferment of service would be on a one time only basis, be continuous and conclude within 3 years of the date of approval. This approved deferment provision will in no way add or delete from the service obligation listed in this Administrative Guide. Failure to adhere to these conditions will result in the immediate restoration of service obligation requirements or the repayment of any outstanding balance due to Suffolk County.

No provision for termination appeal, grace periods or reinstatement exists under these guidelines.

POST EDUCATION OBLIGATION:

	FUNDING Receipt of total SERVES funds equivalent to the cost of:	OBLIGATION
	Tuition for four (4) full- time semesters	Five (5) years following the receipt of total SERVES funds
	Tuition for three (3) full-time semesters	Three (3) years following the receipt of total SERVES funds
	Tuition for two (2) full-time semesters	Two (2) years following the receipt of total SERVES funds
	Tuition for one (1) full-time semester	Two (2) years following the receipt of total SERVES funds
	Forty-six (46) to sixty (60) credit hours	Five (5) years following the receipt of total SERVES funds
	Thirty-one (31) to forty-five (45) credit hours	Three (3) years following the receipt of total SERVES funds
	Sixteen (16) to thirty (30) credit hours	Two (2) years following the receipt of total SERVES funds

NOTE: Service obligations are regardless of associate degree attainment.

IX. Financial Obligation

OBLIGATION DURING ENROLLMENT AT SCCC:

SERVES scholarship holders must maintain acceptable volunteer activity and training levels and certain academic objectives during their course of study. Meeting these objectives will be verified by the Sponsoring Agency on the Agency Tracking Form and the student on the College Tracking Form on a semester-by-semester (non-cumulative) basis. Meeting these objectives will result in Suffolk County’s fulfillment of the student’s scholarship award commitment for that semester.

TERMINATION DURING ENROLLMENT AT SCCC:

Failure to meet acceptable volunteer activity levels and/or a cumulative grade point average (g.p.a.) of 2.0 or higher for any semester in which the student received funding from this scholarship program will immediately terminate the student from the SERVES program but will relieve the candidate of any associated subsequent service obligations to the sponsoring agency. The student must then reimburse the County of Suffolk all scholarship funds received for all semesters attended to date under the SERVES program. They will not receive any further SERVES funds and no confirmation letters be issued.

Complete withdrawal from SCCC during a given semester will automatically terminate the student from the SERVES program but will relieve the candidate of any associated subsequent service obligations to the Sponsoring Agency related to the semester withdrawn from. The student must then reimburse the County of Suffolk all scholarship funds received for all semesters attended to date under the SERVES program. They will not receive any further SERVES funds and no further confirmation letters will be issued.

No provision for termination appeal, grace periods or reinstatement exists under these guidelines.

POST EDUCATION TERMINATION:

At any time following the completion of a student’s educational objectives and during their service obligation period a student may be immediately terminated from the SERVES program for the following reasons:

- Failure to meet acceptable volunteer activity levels as determined by the Sponsoring Agency.
- Changing their membership classification in the Sponsoring Agency from active to inactive status.
- Quitting or otherwise forfeiting membership in the Sponsoring Agency.
- Termination or expulsion from membership in the Sponsoring Agency.

If a SERVES student is terminated due to any of the conditions listed above, they must then reimburse the County of Suffolk all scholarship funds received for all semesters attended to date under the SERVES program. No provision for termination appeal, grace periods or reinstatement exists under these guidelines.

Under special circumstances, the reimbursement of SERVES scholarship funds by the student may be pro-rated according to the following schedule:

TERMINATION	REIMBURSEMENT
During SCCC enrollment	Full reimbursement of all scholarship funds received for all semesters attended to date under the SERVES program.
Within one year following the receipt of total SERVES funds equivalent to the cost of tuition for four (4) full-time semesters or following the attainment of an associate degree –OR- within one year following the completion of part-time educational objectives	Full reimbursement of all scholarship funds received for all semesters attended to date under the SERVES program

One year following the receipt of total SERVES funds equivalent to the cost of tuition for four (4) full-time semester or following the attainment of an associate degree-but less than two years.	Reimbursement of 4/5 of all scholarship funds received for all semesters attended to date under the SERVES program.
Two years following the receipt of total SERVES funds equivalent to the cost of tuition for four (4) full-time semesters or following the attainment of an associate degree-but less than three years	Reimbursement of 3/5 of all scholarship funds received for all semesters attended to date under the SERVES program
Three years following the receipt of total SERVES funds equivalent to the cost of tuition for four (4) full-time semesters or following the attainment of an associate degree-but less than four years	Reimbursement of 2/5 of all scholarship funds received for al semesters attended to date under the SERVES program
Four years following the receipt of total SERVES funds equivalent to the cost of tuition for four (4) full-time semesters or following the attainment of an associate degree-but less than five years	Reimbursement of 1/5 of all scholarship funds received for all semesters attended to date under the SERVES program

SPECIAL CONSIDERATIONS:

Under exceptional circumstances, and with good cause provided in writing by the student the Suffolk County Volunteer Recruitment Committee and the FRES Commissioner may grant approval for a one (1) time only break in studies for a maximum period of one (1) semester. During this period, the student must continue to meet all agency responsibilities and submit documentation via the Agency Tracking Form for that semester..

Should a SERVES student apply for permanent disability status either in the enrollment or post-enrollment period of program participation, upon service via certified or overnight mail, of a copy of the completed New York State Office of Temporary and Disability (NYSOTDA) Assistance application and supporting documentation upon the Suffolk County Office of Fire Rescue Emergency Services (FRES), a six month deferment pending a final decision by the New York State Office of Temporary and Disability Assistance, Division of Disability Determinations shall be granted. If a permanent disability be determined, all current service requirements or outstanding balances due to Suffolk County shall no longer be an obligation of the SERVES student. It shall be the responsibility of the SERVES student, within twenty (20) days of the receipt of the final decision to serve, upon the Suffolk County Office of Fire Rescue Emergency Service, via certified or overnight mail, a copy of the NYSOTDA final decision. Failure to provide a copy of the final NYSOTDA decision within twenty (20) days of the receipt of the decision may, absent good cause, result in a denial of the application.

Under exceptional circumstances, and with good cause shown, the Suffolk County Volunteer Recruitment Committee and the FRES Commissioner may request the approval of the County Legislature of a waiver of partial or full reimbursement of all scholarship funds received to date due to a negative termination from the scholarship program.

This empowerment may be enacted only where extraordinary circumstances exist preventing the student from fulfilling their reimbursement obligation under this program.

Requirements for the reimbursement waiver under SERVES include:

- This extraordinary circumstance must be demonstrated in a letter to the Suffolk County Volunteer Recruitment Committee and the FRES Commissioner to be submitted by the student and/or their parent/guardian.
- This extraordinary circumstance must be supported in a letter to the Suffolk County Volunteer Recruitment Committee and the FRES Commissioner to be submitted the Chief and Chairperson of the Sponsoring Agency.
- The Suffolk County Recruitment Committee shall review this circumstance and a recommendation shall be made to the FRES Commissioner who shall make the final recommendation the Legislature for a decision.

Under exceptional circumstances the Suffolk County Volunteer Recruitment Committee and the FRES Commissioner reserve the right to discontinue funding for cause. If such a decision is made they shall notify the student in writing at least thirty (30) days prior to the start of the next semester. The student who has not completed their studies will then be obligated to their Sponsoring Agency as follows:.

□

	FUNDING Receipt of total SERVES funds equivalent to the cost of:	OBLIGATION
	Tuition for four (4) full-time semesters	Five (5) years following the receipt of total SERVES funds
	Tuition for three (3) full-time semesters	Three (3) years following the receipt of total SERVES funds
	Tuition for two (2) full-time semesters	Two (2) years following the receipt of total SERVES funds
	Tuition for one (1) full-time semester	Two (2) years following the receipt of total SERVES funds
	Forty-six (46) to sixty (60) credit hours	Five (5) years following the receipt of total SERVES funds
	Thirty-one (31) to forty-five (45) credit hours	Three (3) years following the receipt of total SERVES funds
	Sixteen (16) to thirty (30) credit hours	Two (2) years following the receipt of total SERVES funds
	One (1) to fifteen (15) credit hours	Two (2) years following the receipt of total SERVES funds

□

X. Notification

NOTIFICATION:

Within fifteen (15) days following the end of a semester, the student must notify the Sponsoring Agency that they have satisfied all of their part or full time educational objectives and wish to terminate their SERVES scholarship and begin fulfillment of their service obligation.

Within fifteen (15) days of receipt of this notice, the Sponsoring Agency Chief must forward an updated Tracking Form to FRES indicating the same.

If a student is terminated from Sponsoring Agency membership the Sponsoring Agency Chief must forward an updated Tracking Form to FRES indicating the same.

Once the student has made notification that they have satisfied their part or full time educational objectives, they will not receive any further SERVES funds and no further confirmation letters will be issued.

SPECIAL CONSIDERATIONS:

A SERVES recruit may terminate their membership with the Sponsoring Agency and join another eligible Suffolk County emergency services agency for the purpose of satisfying their service obligation. A grace period of sixty days (60) days will be allowed between the terminations of one membership and the start of another.

XI. Program Monitoring

The student and the Sponsoring Agency Chief will monitor the student's volunteer service progress on a semester-by-semester (non-cumulative) basis throughout the entire program.

The student and SCCC will monitor the student's educational progress on a semester-by-semester (non-cumulative) basis throughout the entire program.

FRES will act as the clearinghouse for all inquiries and documentation regarding the SERVES program and its participants, and to monitor the student's educational and volunteer service progress on a semester-by-semester (non-cumulative) basis throughout the entire program.

At the end of a student's participation in the SERVES program, FRES will issue a letter of confirmation to the student; Sponsoring Agency and SCCC upon receipt of all appropriate documentation indicating that all academic and volunteer service obligations have been met.

All applicable local, state or federal laws and regulations shall supersede the procedures and conditions outlined in this administrative guide. These guidelines are subject to change without notice.

Appendix 'A' – Eligible Emergency Services Agencies

DEPARTMENT	ADDRESS	CITY	ZIP	PHONE
Amagansett Fire Department	P.O. Box 911	Amagansett	11930	631-267-3300
Amityville Fire Department	P.O. Box 725	Amityville	11701	631-693-9081
Babylon Fire Department	P.O.Box 236	Babylon	11702	631-669-1600
Bayshore Fire Department	195 Fifth Avenue	Bayshore	11706	631-665-4227
Bayport Fire Department	251 Snedecor Avenue	Bayport	11705	631-472-0641
Bellport Fire Department	161 Main Street	Bellport	11713	631-286-0273
Blue Point Fire Department	205 Blue Point Avenue	Blue Point	11715	631-363-6310
Bohemia Fire Department	950 Pearl Street	Bohemia	11716	631-589-2555
Brentwood Fire Department	125 Fourth Street	Brentwood	11717	631-273-7080
Bridgehampton Fire Dept	P.O. Box 1280	Bridgehampton	11932	631-537-0336
Brookhaven Fire Department	2486 Montauk Highway	Brookhaven	11719	631-286-0661
Center Moriches Fire Dept	301 Main Street	Center Moriches	11934	631-878-0089
Centereach Fire Department	9 South Washington Avenue	Centereach	11720	631-588-8652
Centerport Fire Department	PO Box 604 (9 Park Circle)	Centerport	11721	631-261-5916
Central Islip Fire Department	97 Carleton Avenue	Central Islip	11722	631-234-9145
Cherry Grove Fire Department	PO Box 4173	Cherry Grove	11782	631-597-6697
Cold Spring Harbor Fire Dept	2 Main Street	Cold Spring Harbor	11724	631-692-6772
Commack Fire Department	6309 Jericho Turnpike	Commack	11725	631-499-6690
Copiague Fire Department	320 Great Neck Road	Copiague	11726	631-842-5566
Coram Fire Department	303 Middle Country Road	Coram	11727	631-732-5733
Cutchogue Fire Department	PO Box 930	Cutchogue	11935	631-734-6907
Davis Park Fire Department	PO Box 913	Patchogue	11772	631-597-6024
Deer Park Fire Department	94 Lake Avenue	Deer Park	11729	631-667-3547
Dix Hills Fire Department	115 East Deer Park Road	Dix Hills	11746	631-499-7363
E. Farmingdale Vol. Fire Co.Inc	930 Conklin Street	E. Farmingdale	11735	631-249-0474
E. Brentwood Fire Department	26 Fulton Street	Brentwood	11717	631-273-4560
E. Hampton Fire Department	1 Cedar Street	East Hampton	11937	631-324-0124
East Islip Fire Department	30 East Main Street	East Islip	11730	631-581-9768

East Marion Fire Department	PO Box 162	East Marion	11939	631-477-0539
E. Moriches Fire Department	PO Box 605	East Moriches	11940	631-878-0772

DEPARTMENT	ADDRESS	CITY	ZIP	PHONE
E. Northport Fire Department	19th Avenue	East Northport	11731	631-261-0360
E. Quogue Fire Department	PO Box 271	East Quogue	11942	631-653-5101
Eastport Fire Department	PO Box 158	Eastport	11941	631-325-0464
Eatons Neck Fire department	55 Eatons Neck Road	Eatons Neck	11768	631-757-5662
Fair Harbor Fire Department	PO Box 451	Ocean Beach	11770	631-583-8178
Farmingville Fire Department	780 Horseblock Road	Farmingville	11738	631-732-6611
Fire Island Pines Fire Dept	PO Box 193	Sayville	11782	631-597-6860
Fishers Island Fire Department	Crescent Avenue	Fishers Island	06390	631-788-7375
Flanders Fire Department	19 Firehouse Lane	Flanders	11901	631-727-0758
Gordon Heights Fire Dept	23 Hawkins Ave. PO Box 404	Coram	11727	631-732-3792
Great River Fire Department	PO Box 480	Great River	11739	631-277-5837
Greenlawn Fire Department	23 Boulevard	Greenlawn	11740	631-261-9103
Greenport Fire Department	PO Box 58	Greenport	11944	631-477-9801
Hagerman Fire Department	1309 Montauk Highway	East Patchogue	11772	631-286-9610
Halesite Fire Department	1 North New York Avenue	Huntington	11743	631-427-1910
Hampton Bays Fire Department	Montauk Highway	Hampton Bays	11946	631-728-9191
Hauppauge Fire Department	855 Wheeler Road	Hauppauge	11788	631-265-2499
Holbrook Fire Department	390 Terry Boulevard	Holbrook	11741	631-588-0099
Holtsville Fire Department	1025 Waverly Avenue	Holtsville	11742	631-475-5238
Huntington Fire Department	1 Leverich Place	Huntington	11743	631-427-3030
Huntington Manor Fire Dept	1650 New York Avenue	Huntington Station	11746	631-427-1629
Islip Fire Department	28 Monell Avenue	Islip	11751	631-581-9885
Islip Terrace Fire Department	264 Beaver Dan Road	Islip Terrace	11752	631-581-7350
Jamesport Fire Department	Manor Lane	Jamesport	11947	631-722-3817
Kings Park Fire Department	2 East Main Street	Kings Park	11754	631-269-6846
Kismet Fire Department	PO Box 490	Brightwaters	11718	631-583-7787
Lakeland Fire Department	929 Johnson Ave PO Box 1219	Ronkonkoma	11779	631-588-8373
Lindenhurst Fire Department	225 South Wellwood Avenue	Lindenhurst	11757	631-957-7530
Manorville Fire Department	PO Box 299 (16 Sillas Carter Rd)	Manorville	11949	631-878-6614
Mastic Beach Fire Department	PO Box 483	Mastic Beach	11951	631-281-9840

Mastic Fire Department	1080 Mastic Road	Mastic	11950	631-281-2022
Mattituck Fire Department	PO Box 136	Mattituck	11952	631-298-8833

DEPARTMENT	ADDRESS	CITY	ZIP	PHONE
Medford Fire Department	171 Oregon Avenue	Medford	11763	631-475-0411
Melville Fire Department	531 Sweethollow Road	Melville	11747	631-423-2635
Middle Island Fire Department	31 Arnold Drive	Middle Island	11953	631-924-3116
Miller Place Fire Department	PO Box 103	Miller Place	11764	631-473-2202
Montauk Fire Department	12 Flamingo Street	Montauk	11954	631-668-2961
Mount Sinai Fire Department	746 Mount Sinai Coram Road	Mount Sinai	11766	631-473-2418
Nesconset Fire Department	25 Gibbs Pond Road	Nesconset	11767	631-265-1428
Nissequogue Fire Department	643 Moriches Road	Nissequogue	11780	631-862-7410
North Amityville Fire Dept	601 North Broadway	North Amityville	11701	631-789-2982
North Babylon Fire Dept	20 Hale Road	North Babylon	11703	631-669-0419
North Lindenhurst Fire Dept	1630 Straight Path	Lindenhurst	11757	631-226-9783
North Patchogue Fire Dept	56 Franklin Street	Patchogue	11772	631-475-1788
North Sea Fire Department	PO Box 1312	Southampton	11969	631-283-3629
Northport Fire Department	204 Main Street	Northport	11768	631-261-7504
Ocean Bay Park Fire Dept	PO Box 385	Ocean Beach	11770	631-583-7155
Ocean Beach Fire Department	PO Box 386	Ocean Beach	11770	631-583-7500
Orient Fire Department	PO Box 130	Orient	11957	631-323-2445
Patchogue Fire Department	15 Jennings Avenue	Patchogue	11772	631-475-1225
Point-O-Woods Fire Dept	5 Point-O-Woods Avenue	Point-O-Woods	11706	631-583-7124
Port Jefferson Fire Dept	115 Maple Place	Port Jefferson	11777	631-473-8910
Quogue Fire Department	PO Box 5026	Quogue	11959	631-653-4620
Ridge Fire Department	20 Frances Mooney Drive	Ridge	11961	631-924-3256
Riverhead Fire Department	24 East Second Street	Riverhead	11901	631-727-2751
Rocky Point Fire Department	5 Tesla Street	Shoreham	11786	631-744-2231
Ronkonkoma Fire Department	177 Portion Road	Ronkonkoma	11779	631-588-8204

Sag Harbor Fire Department	PO Box 209	Sag Harbor	11963	631-725-0057
Saltaire Fire Department	PO Box 5375 P	Bay Shore	11706	631-583-9507

DEPARTMENT	ADDRESS	CITY	ZIP	PHONE
Sayville Fire Department	107 North Main Street	Sayville	11782	631-589-0189
Selden Fire Department	PO Box 870	Selden	11784	631-732-1234
Setauket Fire Department	190 Main Street	Setauket	11733	631-941-4900
Shelter Island Fire Department	PO Box 613 (State Road 114)	Shelter Island	11964	631-749-0184
Smithtown Fire Department	100 Elm Avenue	Smithtown	11787	631-265-1503
Sound Beach Fire Department	PO Box 55	Sound Beach	11789	631-744-2151
Southampton Fire Department	PO Box 1435	Southampton	11969	631-283-0072
Southold Fire Department	PO Box 1469	Southold	11971	631-765-3385
Springs Fire Department	179 Fort Pond Boulevard	East Hampton	11937	631-324-9811
St. James Fire Department	221 Jefferson Avenue	St. James	11780	631-584-5760
Stony Brook Fire Department	147 Main Street	Stony Brook	11790	631-751-0460
Terryville Fire Department	19 Jayne Boulevard	Port Jefferson Sta.	11776	631-473-1224
Wading River Fire Department	PO 595 North Country Road	Wading River	11792	631-929-4340
West Babylon Fire Department	126 Arnold Avenue	West Babylon	11704	631-669-9822
West Islip Fire Department	309 Union Boulevard	West Islip	11795	631-661-6440
West Sayville Fire Department	80 Main Street	West Sayville	11796	631-567-9464
Westhampton Beach Fire Dept	PO Box 1526	W. Hampton Beach	11978	631-288-1255
Wyandanch Fire Department	1528 Straight Path	Wyandanch	11798	631-643-9431
Yaphank Fire Department	Main Street	Yaphank	11980	631-924-3200

AGENCY	ADDRESS	CITY	ZIP	PHONE
Bay Shore Ambulance	911 Aletta Place	Bay Shore	11706	631-666-7610
Brentwood Ambulance	PO Box 506	Brentwood	11717	631-273-3701
Central Islip Ambulance	PO Box 1360 (4 Pineville Rd)	Central Islip	11722	631-582-4963
Commack Ambulance	PO Box 518 (200 Burr Road)	Commack	11725	631-499-9342
Community Ambulance	PO Box 450	Sayville	11782	631-567-2586
East Hampton Ambulance	1 Cedar Street	East Hampton	11937	631-324-0124
East Moriches Ambulance	PO Box 295	East Moriches	11940	631-878-4666
Exchange Ambulance	PO Box 1	East Islip	11730	631-581-3151
Flanders Ambulance	641 Flanders Road	Flanders	11901	631-727-6930
Hampton Bays Ambulance	Drawer 997	Hampton Bays	11946	631-728-1222
Huntington Community	156 Railroad Street	Huntington Station	11746	631-421-1263
Manorville Ambulance	PO Box 719	Manorville	11949	631-878-6333
Mastic Ambulance	PO Box 5	Mastic	11950	631-281-4357
Mastic Beach Ambulance	PO Box 513	Mastic Beach	11951	631-399-1376
Medford Vol. Ambulance	1890 Route 112	Medford	11763	631-758-3534
Patchogue Amb. Company	15A Jennings Avenue	Patchogue	11772	631-475-5490
Port Jefferson Ambulance	PO Box 264	Port Jefferson	11777	631-473-1367
Riverhead Ambulance	PO Box 924	Riverhead	11901	631-727-1686
Sag Harbor Ambulance	PO Box 2725	Sag Harbor	11963	631-725-0222
Shelter Island Ambulance	PO Box 830	Shelter Island	11964	631-749-1308
Shirley Community Ambulance	PO Box 72	Shirley	11967	631-399-5380
South Country Ambulance	PO Box 596	Brookhaven	11719	631-286-3400
Southampton Village Amb.	PO Box 832	Southampton	11969	631-287-0558
Southampton Volunteer Amb.	PO Box 2760	Southampton	11969	631-283-0325
Stony Brook Ambulance	4780 SUNY Stony Brook	Stony Brook	11794	631-632-6737

Westhampton Ambulance	3 Hazelwood Avenue	W. Hampton	11978	631-728-1760
Wyandanch Ambulance	PO Box 527	Beach		
		Wyandanch	11798	631-491-3234

Appendix 'B' – Forms

SERVES

Volunteer Service Commitment

Sponsored by: Suffolk County Department of Fire, Rescue and Emergency Services

Sponsoring Agency:					
Candidate Name:					
Candidate SS #:					
Candidate Address					
Candidate Phone #					
Course of Study:		<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time			
Completed:		Received:		Determined:	

As a Sponsoring Agency we commit to provide the following to the SERVES Volunteer: _____

- Eligibility for voucher for tuition covering available course of study at any one of the Suffolk County Community College campuses if accepted as a SERVES candidate.
- Eligibility for a voucher to pay appropriate tuition.
- Confirmation that the candidate has met all local requirements for acceptance into membership.
- A clear explanation of the sponsoring agency's plan for allowing the candidate to succeed by balancing their commitments at home, school and within our agency.
- A clear explanation of the sponsoring agency's requirements that the candidate must fulfill prior to, during, and following their course of study.
- Qualified training commensurate with agency, local, county, state and national standards.
- Suitable assignments according to the candidate's abilities, knowledge, location, experience and desires.
- Periodic evaluations and feedback.
- Opportunities for development, advancement in rank, varied experiences and further training.
- Verify that the candidate has become a member of the Sponsoring Agency no earlier than April 30 of the prior year.

Volunteer Signature

Date

As A SERVES Volunteer for the Sponsoring Agency, I agree to the following: _____

- I agree to apply for all available sources of financial aid via the standard FASA form and will use SERVES funds only to supplement any costs not covered by other sources of financial aid, and only after other such resources have been exhausted.
- I acknowledge that I will be required to reimburse Suffolk County "SERVES" for any and all funds received under the SERVES program in the event that I do not fulfill my volunteer service commitment and/or maintain academic standards as established in the SERVES administrative manual.
- As a SERVES Student, I agree to fulfill a service obligation as outlined in the Administrative Procedures Guide according to my attendance status at SCCC and the total amount of SERVES funds received throughout my participation in the program.
- I fully acknowledge and agree to fulfilling the sponsoring agency's volunteer activity and training requirements prior to, during, and following my course of study through the end of my service obligation.
- In conjunction with the sponsoring agency, I will establish a plan for achieving success under the SERVES program by balancing my commitments at home, work, school and the sponsoring agency.
- I will fulfill my duties to the sponsoring agency as outlined in my job description, and when unable to perform my required duties notify my immediate supervisor as soon as possible.
- I authorize SCCC to release my academic records and financial aid status to the sponsoring agency and/or Suffolk County Fire while I am subject to the conditions of the SERVES program.
- I declare that I was not a member of the Sponsoring Agency prior to last April 30.

 Chairperson Signature-Sponsoring Agency Date Volunteer Signature Date

 Parent Signature if Candidate is 18 yrs. Or Under

SPONSORING AGENCY TRACKING FORM

Sponsoring Agency:			
Volunteer Name:			
Volunteer SS#:			
Date of Acceptance:	Service Obligation:	Year:	
<i>As an authorized representative for the sponsoring agency, I acknowledge by my signature below that the SERVES Volunteer has satisfied his/her service obligation to the sponsoring agency in regards to activity, training and other requirements during the period indicated.</i>			
Semester #1: <input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring <input type="checkbox"/> Summer Year:	<input type="checkbox"/> Positive <input type="checkbox"/> Negative Termination Date:		
Chief Signature & Date	Printed Name and Title		
Semester #2: <input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring <input type="checkbox"/> Summer Year:	<input type="checkbox"/> Positive <input type="checkbox"/> Negative Termination Date:		
Chief Signature & Date	Printed Name and Title		
Semester #3: <input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring <input type="checkbox"/> Summer Year:	<input type="checkbox"/> Positive <input type="checkbox"/> Negative Termination Date:		
Chief Signature & Date	Printed Name and Title		
Semester #4: <input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring <input type="checkbox"/> Summer Year:	<input type="checkbox"/> Positive <input type="checkbox"/> Negative Termination Date:		
Chief Signature & Date	Printed Name and Title		
Semester #4: <input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring <input type="checkbox"/> Summer Year:	<input type="checkbox"/> Positive <input type="checkbox"/> Negative Termination Date:		
Chief Signature & Date	Printed Name and Title		
Semester #4: <input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring <input type="checkbox"/> Summer Year:	<input type="checkbox"/> Positive <input type="checkbox"/> Negative Termination Date:		
Chief Signature & Date	Printed Name and Title		
Semester #4: <input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring <input type="checkbox"/> Summer Year:	<input type="checkbox"/> Positive <input type="checkbox"/> Negative Termination Date:		
Chief Signature & Date	Printed Name and Title		

Semester #4: <input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring <input type="checkbox"/> Summer Year: _____	<input type="checkbox"/> Positive <input type="checkbox"/> Negative Termination Date: _____
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Chief signature & date	Printed Name and Title
Year #1	<input type="checkbox"/> Positive <input type="checkbox"/> Negative Termination Date:
Chief signature & date	Printed Name and Title
Year #2	<input type="checkbox"/> Positive <input type="checkbox"/> Negative Termination Date:
Chief signature & date	Printed Name and Title
Year #3	<input type="checkbox"/> Positive <input type="checkbox"/> Negative Termination Date:
Chief signature & date	Printed Name and Title
Year #4	<input type="checkbox"/> Positive <input type="checkbox"/> Negative Termination Date:
Chief signature & date	
Year #5	<input type="checkbox"/> Positive <input type="checkbox"/> Negative Termination Date:
Chief signature & date	Printed Name and Title
Reason or Termination	
Chief signature & date	Printed Name and Title

