The Faith-Justice Institute
Service-Learning Program

Public Transportation Token Procedures

The Service-Learning Program provides tokens for the sole purpose of commuting to and from their service-learning community partner placement. Students must complete travel before 6pm on SEPTA and pick-up tokens as per the process outlined below. Any student who does not obtain your tokens during these office hours, will be responsible for purchasing their own tokens.

Where do I obtain tokens?
- Come to the front desk of the Faith-Justice Institute, located in St. Thomas Hall.

What do I need to do before I come?
- Identify your travel route to your placement –
  - What bus(es) or trolley(s) are you are taking to service?
  - How many buses/trolleys will you be taking to and from service? You will need to know this information in order to request the appropriate number of tokens.
  - If you do not know what bus/trolley you need to take to get to your community partner organization Septa.com and go to “Trip Planner” located on the left hand side of the screen. Enter your community partner organizations address (found on placement descriptions). Change the date to reflect your first day of service.

When can I obtain tokens?
- Tokens are distributed twice a semester. You will receive tokens for half of the semester; approximately 5 weeks each time.
  - Tokens will be available from January 26- February 12, 2016 and March 14-18, 2016, Monday through Friday 10am-3pm.
  - Please note that these are the only office hours in which you will be able to obtain tokens from the Service-Learning Program. If you fail to obtain your tokens during these office hours, you will be responsible for purchasing your own tokens.
- You will register your pick-up in “Service-Learning Token Book” by recording your name, class, community partner organization, how many tokens you received, and your signature.