THE BRONCOSERV DATABASE: 
STUDENT GUIDE
WHAT IS BRONCOSERVE?

BroncoSERV is an online database that manages your service-learning placement from site selection to completion of required paperwork. As a student, you are required to complete four forms on BroncoSERV prior to being placed at a site. You are able to access these forms at any time.
LOGGING INTO BRONCOSERVE

To log into the BroncoSERV database, visit https://app.calstates4.com/cpp and follow the steps below:

• Click on Log In Button (Green Button in Right Corner)
• Choose Cal Poly Pomona BroncoSERV from drop down menu that comes up on next page
• Enter your CPP username and password to access the site
Your name should appear on this page as Hello _____________. Your service-learning course should also be listed.

Click on the green **Place** button to view sites and select your specific placement site.

In some courses, your faculty member has selected your site or limited your site selections.
SELECTING A SITE

Click on **Search by site** for a listing of sites.

Click on your chosen site. Then click on **Select this site**.
HEALTH & SAFETY INFORMATION

A listing of risks and requirements (if any) associated with your site will appear on this page. Click on the green box with the words I have read and understand the above risk associated with this site.

If you do not agree with the risks, you can click on Start over to find a new site.
DATES OF SERVICE

You will then need to click on the term you are doing the service. Click on your current term (e.g., Fall Quarter 201).

You will be asked to enter the estimated number of hours you will be serving at the site.

Click on Next.
COMPLETING REQUIRED FORMS

You will be asked to complete four forms online. They each have a good box with Complete form online.

If you do not have time to finish all the forms in one sitting, log out. When you log back in, the system will inform you what forms you have left to complete.
WHAT ARE THE FORMS YOU ARE SIGNING?

1. **Release of Liability Form** states that you are voluntarily participating in the service-learning activity and do agree to hold the University harmless from any injury, illness, disability, economic or death claims. A signature from you states that you understand the legal consequences of signing the document, that you release the University from all liability, that you promise not to sue the University and that you assume all risks in participating in the service-learning activity, including travel to, from and during the activity. You must sign this form prior to service.

2. **Learning Plan and Participation Form** gives you the opportunity to think clearly about the ways that the service-learning placement connects with, and reinforces in-class learning. The plan contains specific segments: verification of placement, definitions of time and schedule of service, participation guidelines to outline appropriate behavior expectations. Your signature is required prior to beginning your service to demonstrate that you are aware of the potential risks involved and expectations of the service-learning experience.

3. **Emergency Contact Information** provides your information, site information and emergency contacts. It also provides a comments section for allergies or health considerations. The form provides an opportunity for faculty, site staff and CPP designated staff and administration to have contact information should an incident or injury occur. A signature on this form indicates that you verify that the information you have entered is correct. You must sign this form prior to service.

4. **Video/Audio Image Release Form** Your signature on this form allows Cal Poly Pomona, the Center for Community Engagement and your faculty member to take and use visual/audio images of you. You have the option of declining that your images be used and it does not affect your ability to serve at a site.
FINISHING YOUR PLACEMENT

Once you have entered and signed each form, your red Finish placement button will turn green.

Click on the green Finish placement button.
CONGRATULATIONS, YOU HAVE PLACED!

A green bar should appear saying, “Congratulations you have placed!”

All your forms are stored here and can be accessed by you at any time.

You are all done! Great job!
GETTING HELP WITH BRONCOSERV

For questions or issues with BroncoSERV, contact:

The Center for Community Engagement

Email: servicelearning@cpp.edu

Office: (909) 869-4269

Location: Building 1, Room 108