

PLANNING A SERVICE PROJECT

Strengthening Community, Building Bridges, Empowering individuals, & Creating Solutions



Step 1: Know What You Are Looking For

Choose a project that fits with the individual(s) or group(s) that will be carrying out the service. Some things to think about are:

- | | |
|-----------------|-----------------------------------|
| Group size | Group interest |
| Community needs | Frequency and duration of service |
| Type of service | Location |
| Food | |

Step 2: Pick an Organization or Project

Once you know what you are looking for in a service project, you can pick an organization or project. Some steps to facilitate this process are:

- Connect with resource(s) that can help you find a good fit.
- Review organization and project options.
- Choose an organization or project.

Step 3: Educate and Connect

- Learn about the organization or project you have chosen.
- Gather information about the organization or project.
- Things you will want to know:
 - Why does this organization exist?
 - What does this organization do?
 - What is the organization's mission and vision?
 - What are the requirements to volunteer with the organization?
- Contact the organization
- Visit the organization, if possible, to take a tour of the facility, meet the staff, and see where

Step 4: Preparing for Actual Service

- Educate group about the organization or project they will be working with or completing
- Sort out the details. This includes transportation, food, volunteer requirements, etc.
- Make everyone aware of expectations.
- Re-enforce the commitment made by the group to take on this project.
- Address any questions, concerns, comments members of the group may have.

ARE YOU INTERESTED IN VOLUNTEERING? If so (and we hope that you are), sign up for our volunteer listserv to hear about the opportunities available in the Rolla community and on the Missouri S&T campus by contacting the Student Life Office at stulife@mst.edu by visiting the website at <http://studentlife.mst.edu/volunteer/>

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Step 5: The Service

Some things to keep in mind during the actual service project:

- Be professional.
 - Work as you would if you were being compensated.
 - Dress appropriately for the project.
 - Maintain a positive attitude and be polite.
- Be flexible. Things happen and plans change, do your best to work where the organization needs you (without complaining or having an attitude).
- Let your Intentions be known. If this is a one time project, make sure the people you are working with know you will not be returning.
- Take pictures, these may be useful for preserving your organization's history and tradition and they can also be great when promoting your organization.

Step 6: After the Service

- Debrief and reflect
 - Talk about how the service project went.
 - What did you like?
 - What did you dislike?
 - What would you change?
 - Discuss what the experience was like for you and your group.
 - What you did.
 - Why you did it.
 - What you will take away from the experience and utilize in your day to day life.
- Send a "Thank You" note to the organization and anyone else you think deserves a "thank you." Be sure to thank the organization for allowing you to work with them.
- Contact the organization to offer positive and constructive feedback about volunteering with their organization.
- Celebrate and promote. Be proud of the service you have completed and the impact you have made on your community.

Let the campus, local community, and the world know you care about making a difference!

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