

If you are assigned to complete a service-learning project with a community partner...

Keep in mind:

- **What is the organization about?** A quick Google search will take you to the organization's website or social media pages and you will be able to learn more about the organization's programs/service opportunities.
- **Know your schedule and be upfront with it when talking to your community partner.** If you are trying to coordinate a meeting, make sure that you give some days/times that you (and any group members) are available to meet. Also, know what flexibility you have and where you plan to meet.
- **Know the goals or purpose of the project.** You should receive an outline or some information from your professor regarding expectations related to the project. Make sure you understand them so you can talk to your community partner about the service project. Know what the purpose of the project is from your community partner's perspective, too, especially how it can influence or impact programs or services within the organization.
- **Be clear about the timeline for the project.** When is the final project due? Are there other assignments that require additional information from the community partner? If you miss these details and are contacting your community partner at 11:00 p.m. for an assignment that is due the next day at 9:00 a.m., don't expect a response from your community partner.
- **Share your final project.** You have spent considerable time creating the project for your community partner, so make sure that you provide a copy for him/her. Your partner assisted with the creation of your project and he/she may subsequently use that information to better meet the organization's needs.

Still not sure how to start or what to say? Here is a sample email.

Dear Mr./Ms.-----,

My name is ----- and I am a student at Buffalo State in -----(Provide professor's name and course title). For this course, (Several other students and) I have been assigned to your organization to create -----(Name the project.). I'd/we'd like to meet with you to learn more about the clients who will be served and to set up the next phases of the project. We are available this week and next week on----- (Name the days.) at----- (Name the times.). Would one of these days/times be convenient for you?

We are looking forward to meeting you and creating -----(Name the project.) to meet the needs of your clients. You can reach me at -----(Provide your telephone number.) or -----(Provide your email address.) to confirm a day and time you can meet with us.

Thank you,

