

# How to Organize a Service Project

THE CIVIC AND COMMUNITY  
ENGAGEMENT OFFICE

BUFFALO STATE COLLEGE



CIVIC *and*  
COMMUNITY ENGAGEMENT

BUFFALO STATE • The State University of New York





Provide support for student organizations and groups as they engage in service with the community



Connect you with community organizations and partners that match your values, goals and aspirations



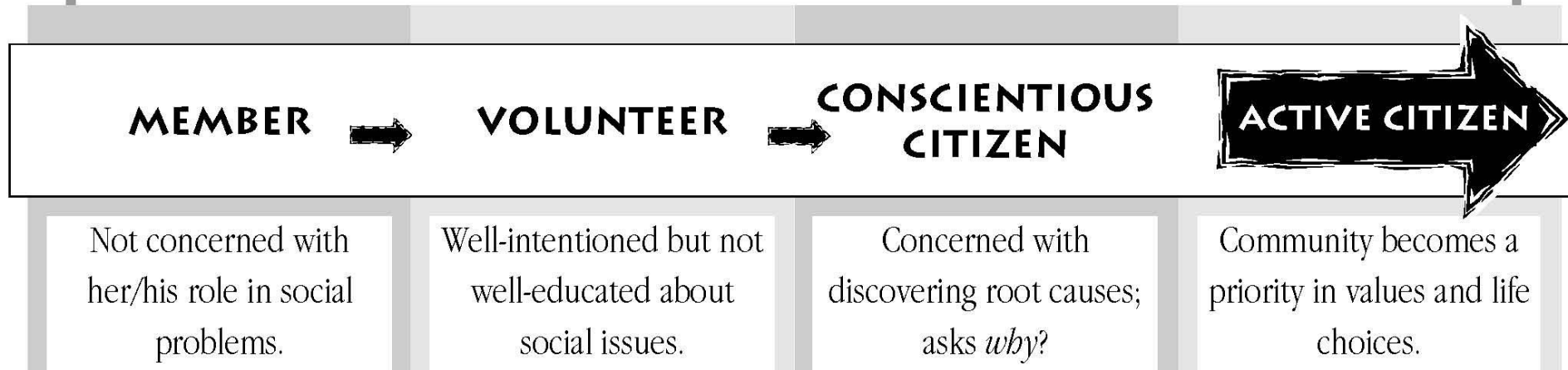
Serve as advisors for you for any service, volunteerism and community engagement related matters



Answer any questions you may have and help your organization develop strategic service goals and plans

# Role of CCE

# The Active Citizen Continuum



# Self Assessment: Who are we?

- ❑ What are the values, mission and focuses that your student organization is founded on?
- ❑ What are some social issues that your organization is passionate about addressing?
  - ❑ Some ideas: food-related issues, group advocacy and ally-ship, education, culture, human rights homelessness, sexual violence prevention



# Research Community Organizations/Partners

IDENTIFY  
COMMUNITY  
ORGANIZATIONS  
THAT SERVE SPECIFIC  
NEEDS AND ALIGN  
WITH YOUR  
ORGANIZATION'S  
GOALS AND MISSION

\* SEE VOLUNTEER  
OPPORTUNITIES  
HANDOUT



# Identify Current Volunteer Opportunities

SPECIFIC PARTNER WEBSITE, ORCA, VOLUNTEERWNY



# Questions to Consider with Your Members

How long would members like to spend on a service project?  
(Always be flexible with community partner's needs)

Are members comfortable with manual labor and lifting?

Is this anyone's first time volunteering?

What is your project timeline?

What day/time can our members volunteer?

How many can participate?

How will we get there?

# Having Conversations with Community Partners

- ❑ Who you are, what you are looking to do, how many of your members will be participating
- ❑ Inquire about volunteers they can accommodate for opportunities posted, events, activities, or upcoming workshops
- ❑ Ask how you as a student organization can collaborate with them to provide a meaningful, reciprocal experience (what are their needs that your strengths could serve?)
- ❑ Ask whether they have previously hosted BSC student volunteers
- ❑ Ask them whether they will be providing an orientation or overview of the organization when you arrive, or are there materials that you should share with the group prior to volunteering
- ❑ Ask them if there is anything more they need from you in order to proceed with volunteering





# Communicate with your participants about travel to/from project site

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(NFTA, PERSONAL VEHICLE, WALKING  
ETC.)

# Prep Your Members!

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- ❑ Host a brief orientation with your participants that communicates:
  - ❑ Name of Community Partner/Organization
  - ❑ Mission of Community Partner and purpose
  - ❑ What you'll be doing (project)
  - ❑ Logistics: date, time, dress code, respectfulness, waivers
  - ❑ Knowledge about the issues your community organization is addressing: ex. 5,000 people homeless every night in Erie County
  - ❑ Online resource for understanding social issues facing the Buffalo community: <https://ppgbuffalo.org/issues/overview/>

# Day of Service

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Introduce yourself to the community organization's staff as the student/faculty liaison



Ask for a brief 2-5 minute description about the project and how it connects to their organization's mission



Clarify where restrooms, water, tools etc. are located



Help community organization manage your participants by splitting groups up for certain tasks etc.

# After the Service Project

- ❑ Thank the community partner before you leave for their time and efforts in helping you plan the project
- ❑ Have your members follow-up with a Thank You card (sweet gesture that community partners genuinely appreciate- leave a strong Bengal impact!)
- ❑ Designate a member to help other members understand importance of consistent service
- ❑ Develop a timeline for service: monthly or bi-monthly service projects
- ❑ Share photos by email or social media and tag the organization



Facilitate a  
Post-Service  
Reflection with  
your  
Participants

What went well? What might have gone differently?

Discuss the “*what, so what, now what*” of your project and its impact

Takeaways from the experience

Help your members understand the importance of consistent service



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Thank You!

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PLEASE TAKE A MOMENT TO PROVIDE SOME FEEDBACK ON THIS WORKSHOP  
THROUGH A SHORT EVALUATION