

Service Project Planning Worksheet

- 1. Self Assessment: Who are you?** What is your student organization’s mission and purpose?

What are some social issues that your organization is passionate about addressing? (ex. group advocacy/ally-ship, sexual violence prevention, access to education, refugee/immigrant services etc.)

- 2. Researching Community Organizations/Partners:** What are some community organizations that align with your mission, vision and passions?

a.)

b.)

c.)

- 3. Identify Volunteer Opportunities:**

Community Partner Organization	Location	Volunteer Project	Day	Time	Comments/Notes: (# participating, transportation etc.)

4. Orientation/Prepping your Students

Knowledge of Issue	# of Participants	Transportation	Dress Code	Follow-Up call (day before) with Community Org.	Start Time of Project	Mission/Purpose of Community Organization (shared with participants)
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>

5. Facilitating a Post-Service Reflection

What:

- *What happened?*
- *What did you observe?*
- *What issue is being addressed or population being served?*

So What:

- *Did you learn a new skill or clarify an interest?*
- *How is your experience different from what you expected?*
- *What lens are you viewing the situation/experience from?*
- *What did you learn about the community/people?*
- *How does this project address those needs?*

Now What:

- *Goal setting and long-range planning*
- *What seemed to be the root causes of the issue addressed?*
- *What would you like to learn more about, related to this project or issue?*
- *What follow-up is needed to address any challenges or difficulties?*
- *What information can you share with your peers or the community?*