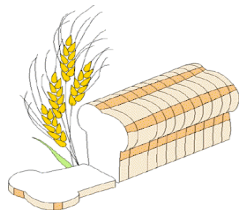


Ethics

Some things to think about when you're planning your service project...

- **Remember that the reason for doing service is to serve the community, not yourself**
- **Respect the diversity** of the group with whom you will be working. Proper preparation of the students to work with diverse groups is essential. Ask sites to send information about their community/organization ahead of time and go over it with the group
- **Honor your commitments!** Community partners understand if you need to cancel or reschedule, but give them enough notice.
- **Communication is key.** Let sites know what you expect to get out of working with them and what your group is prepared to do
- **Create and maintain a safe environment for all involved.** Recognize your own context, the context in which you're working and the relationship between them



"Service is the rent we pay for the privilege of living on this earth."
Shirley Chisholm

Checklist for Organizing Service Projects:

- Reflect on your reasons and goals for doing service
- Consider the commitment your group is willing to make
- When contacting organizations, be clear about your group's needs and goals
- Get an early start on finding transportation to the site
- Facilitate community building within the your group and between the group and the community service site.
- Remember to reflect on what you did that day. Volunteering is much better when you are able to place community service in context. Contact the CSRC if you need help with this!
- Make sure you have evaluation forms for the volunteers and supervisor at the site.
- Follow up with the site to form lasting relationships. Send them a thank you note or a small gift for making the time for your group to come.

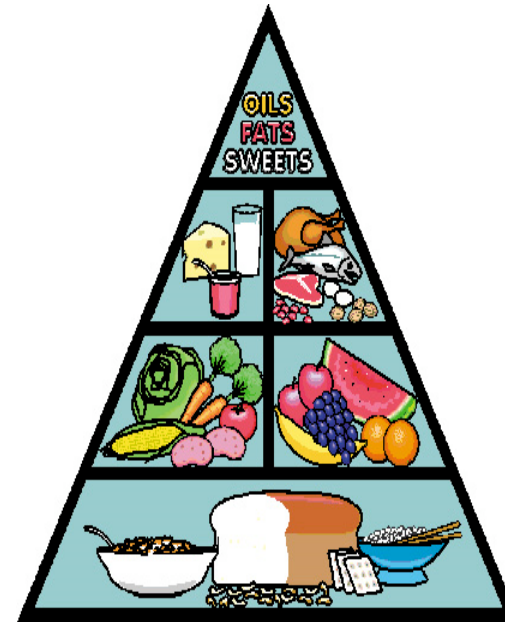
Center for Service and Learning
68 S. Professor St. Oberlin, OH 44074
440-775-8055
www.oberlin.edu/csl

"Anyone can plant the seeds of service."

Portions of this guide were inspired by Community Service Project Planning Guide, developed by the Haas Center for Public Service at Stanford University

A Balanced Guide to Coordinating Community Service:

Your recipe for creating an impeccable community service experience



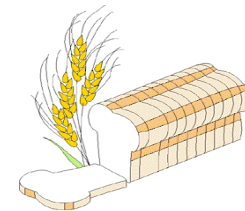
The Community Service
Resource Center
at the
Oberlin College
Center for Service & Learning



Why do group community service?

Community Service....

- Creates an environment that celebrates service as bold and innovative approach to learning
- Develops and maintains dynamic partnerships with the Greater Lorain County community
- Helps make opportunities and resources equally accessible to all segments of a diverse population
- Encourages the continuous integration of academic scholarship and the community engagement
- Celebrates the richness of our community by recognizing and respecting the cultures of others through service to community
- Promotes self-education of current social issues and community needs through involvement
- Creates a unique opportunity to learn about fellow group members and the community
- Encourages the development of democracy through participation
- IS FUN!



"The bread in your cupboard belongs to the hungry;... the money which you hoard up belongs to the poor."

Basil the Great

Choosing a Project

- 1) Think about a specific issue your group would like to address
- 2) Consider the time commitment your group wants to take on (long-term or short-term, all day, a couple of hours, etc.)
- 3) Use resources available on campus:
 - Check the Oberlin online classifieds for volunteer opportunities
 - Use the virtual volunteer fair on the CSL webpage (www.oberlin.edu/csl)
 - Request to be added to the community.services@oberlin.edu listserv to stay up-to-date on service opportunities
 - Seek out academically-based community service courses or community-based research programs at the CSRC
- 4) Visit the Center for Service and Learning's Community Service Resource Center for further assistance!

We are located at 68 S. Professor Street and open from 9am to 5pm Mon.-Fri.



"It's important to begin a search on a full stomach." Henry Bromel

Contacting Organizations

After deciding which organization/community you would like to work with, contact the volunteer coordinator to set up a date and time. Remember:

- You will have to work within the organization's schedule.
- It can be difficult for certain organizations to accommodate evening or weekend activities; some organizations cannot accommodate large groups of volunteers. Check with the organization to make sure they can handle your group
- Be certain that you are addressing the needs of the organization and not your own
- Finally, if you start a project, make sure that you finish it! If it takes longer than a day, return to the site to finish your project and make sure that your group is committed to the project before you go



"I am thinking of the onion... Not self-righteous like the proletarian potato... But a modest, self-effacing vegetable, introspective, peeling itself away, or merely radiating halos like ripples."
Erica Jong

Logistics

Okay, so you've chosen your service, you've talked to the organization and they know that you're coming... Now what?

- **How are you going to get there?**

First, find out if anyone in the group has a vehicle. If not, you can visit www.loraincountytransit.com to see if your site is on a bus route. If neither is an option and one or two group members have a driver's license, then you can stop by the CSL to rent a vehicle at no cost to you! The CSL can also reimburse you for mileage or bus tickets for service activities.

- **Safety First!**

If you are going to be doing outdoor work, you should find out if equipment like gloves, goggles, etc. will be provided by the organization. In any case, it is always a good idea to bring your own, and remember to lift with your knees!

- **Working with kids?**

If you are working with kids, the organization/school may require fingerprinting or background checks. Also, a tuberculosis test may be required. It is best to check in about the organization/school's policies well in advance.

- **Certificate of Self-Insurance/Proof of Liability Insurance**

This type of insurance is not often needed, but sites may require it. Once again it is best to check with the organization you will be working with.



"The fruit of love is service."
Mother Teresa

Facilitation

- **Build community** within the student group and with the organization. Icebreakers are handy for this one! (<http://www.bonner.org/resources>)
- **Watch group dynamics.** Some people are going to be more open or comfortable with some subjects than others. Prepare the group for stepping outside their comfort zones, while maintaining a safe environment
- **Take care of logistics ahead of time** and stick to the schedule. It is better to be early than late!

Reflection and Follow Up

After completing your service, there should be a group reflection. Sample questions:

- What did we do today?
- What impact did it have on the organization and the community it serves?
- What can we do now with what we have learned?
- Remember to follow up with the organization. Send a thank you note for taking the time to work with your group. Have them fill out an evaluation form and ask if they would like to work with you in the future.



"Good food ends with good talk."