

If you are assigned to complete service hours 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 when talking to your community partner.** It's great if you want to help with the after-school's art program on Wednesdays, 3:00-5:00 p.m., but those days/times may conflict with a class or work.
- **Ask what the process is to begin.** Some organizations have a volunteer application you need to complete and an orientation to attend before you can begin serving your hours.
- **Be as clear as possible when you set up start and end dates that will allow you to fulfill your course requirement.** You can exceed the required hours, but be sure to communicate this information ahead of time to your community partner.
- **Keep track of your hours.** You may have to log your hours using a system that the community partner has in place or you may use the service log found at <http://cce.buffalostate.edu/forms>

Still not sure how to start or what to say? Here is an example.

Dear Mr./Ms. \_\_\_\_\_,

My name is ----- and I am a student at Buffalo State in \_\_\_\_\_ (Provide professor's name and course title.) One of the course requirements is completing ----- (number of hours) hours of service with a not-for-profit organization that serves people who deal with food insecurity. I would like to work with--- --(Name the organization.) to complete my service hours. Based on the information on your website, I can help with serving dinner on ----- (days/times). I do not have a class or work conflict. Do you still need help with dinner that night?

You can reach me by phone at----- (Provide telephone number.) or by email at ----- (Provide email address.)

Thank you,