

Planning and Managing Service Projects

Identify Student Organization Service Project Interests

1. What are the values, goals and focuses of your organization?
2. How might they align with a local community partner's mission?
3. What are some social issues that your organization is passionate about addressing? e.g. group advocacy/ally-ship, education access, culturally-related etc.

Research Community Organizations/Partners That Serve Those Needs and Issues

Identify Current Volunteer Opportunities That Organizations Might Have

1. You can search BengalLink, partner website, VolunteerWNY.org, contact organization directly, etc.
2. How long would your members like to spend on a service project? Remember to be flexible with community partner needs.
3. Ask members what opportunities appeal to them.
4. Choose a date and confirm participation with your members through a sign-up sheet.
5. Follow-up with the organization 2-3 days before the planned service date to confirm location, time and number of participants.

Or Develop Your Own Project to Serve an Organization's Needs

1. Organize a donation drive for items on the organization's wish list (ex: toiletries, backpacks, etc.)
2. Prepare and drop-off meals for an organization who serves individuals experiencing homelessness
3. Plan a fundraiser/event to raise funds for an organization
4. Contact an organization that you are interested in working with and see how you and your student organization might be able to support them

Communicate With Members Participating About Travel To/From Site

1. Ride the NFTA bus or subway, use your own personal vehicle, or walk!

Plan An Informal Orientation With Participants

1. Discuss sensitivity towards individuals who the organization serves.
2. Discuss acting professionally and respectfully towards all involved.

Day of Service

1. Dress comfortably and appropriately, avoiding t-shirts with offensive graphics etc.
2. Introduce yourself and your organization to community partner staff who you will be working with.

After Service Project

1. Before you leave, thank the community partner for their time and effort in helping you plan the project.
2. Have your members follow-up with a Thank You card (kind gesture and extra effort that community partners always appreciate).

Develop a Timeline and Plan For Monthly Or Bi-monthly Service Projects