

SERVICE PROJECT PLANNING WORKSHEET

I. What Do You Want To Do?

- A. Identify an area of service you would like to do.
 - i. Education
 - ii. Healthcare
 - iii. Hunger & Homelessness
 - iv. Environment
 - v. Other
- B. Is this a one-time or on-going service opportunity?
- C. Are there any current volunteer opportunities in the community that you'd like to engage in?

II. Why Do You Want To Do It?

- A. What are the problems or needs it addresses?
- B. What benefits do you expect it to have for the community?
 - i. Consider one time versus ongoing and implications.
- C. For the students?
- D. For you as a leader?
- E. For PLU?

III. Identifying Community Organizations

- A. Identify 2-3 community organizations you'd like to work with.
- B. How will you connect with the organization?
- C. How do you know they want your help?
- D. What will your relationship be?
- E. What do they expect from you?
- F. What do you expect from them?

IV. Plan the Details

- A. How many students does the community partner need?
- B. How will you recruit other students for this opportunity?
- C. How many students will actually be going?

- D. Are there requirements the students need to satisfy before doing the work?
- E. Does the work require students to have background checks?
 - i. If so, how will you ensure they are completed?
- F. What day(s) and hour(s) will the work take place?
- G. How will you handle transportation?
- H. Is there any need for cash or funding?
- I. What campus resources will you use to support this service opportunity?

V. Identify the Learning Outcome Goals

- A. How will you know they are achieved?
 - i. Students will gain insight and perspective into the life of another person
 - ii. Students will have a deeper understanding of self, world and community
 - iii. Other goals developed by the students themselves

VI. Establish a Reflection Plan

- A. What questions or topics will you ask to consider before engaging in service?
- B. What questions or topics will you ask or consider after you have engaged in service?
- C. What are your ideas for reflection activities?

VII. Follow Up

- A. What will you do to follow-up or follow through with beyond the service and its reflection?
 - i. Will there be a follow-up service opportunity?
 - ii. Will you invite community members on campus?
 - iii. Any follow up communication needed with the organization?