Community Service Project Checklist

Get Organized!
(Guidelines to getting started)

- Recognize a community need.
- Establish your community assets.
- Establish a volunteer interest. *Who is interested? How many people?*
- Research current community climate relating to your target population. *What other projects exist?*
- Connect with the Department of Community Service and Office of Experiential Learning and Teaching to review current partnerships to prevent duplication and obtain community contacts.
- Contact community partners to establish an initial startup meeting to determine fit for partnership.
- Set initial parameters for program impact and size. *How many people will be affected?*
- Meet with Clubs in Service leadership to determine possibilities to partner with other clubs or departments.
- Establish a mission statement, goals, and objects for your service initiative.
- Create marketing tools to promote your program and obtain volunteers (create a name and logo), and become an official club.
- Create and determine best means to obtain funding for service projects (Union, co-sponsorship, grants, donations, etc. Visit this page for the student leader handbook guidelines on funding). Get co-sponsored by the Department of Community Service!
- Recruit and select volunteers (application, interviews, etc.).
- Train volunteers (safety protocol, community population specifics, professionalism, cultural competency, etc.).
- Coordinate logistics including transportation, scheduling, room reservations, and supplies for on-campus events and activities.
- Schedule regular meetings with your community partner to assess program impact and improvements for the future.
- Schedule regular meetings with Department of Community Service staff (dcsgradassistant@brandeis.edu) to touch base about programs progress and address concerns.
- Organize events to appreciate and thank your volunteers.
- Send a formal letter and/or thank you note to community partners at the end of the semester (get started with this guide to thanking donors).
**Get on Board!**
(Required steps and forms)

- Complete a **Community Service and Learning Agreement** with your community partner (in partnership with the **Department of Community Service**).
- Each volunteer must turn in completed **Volunteer Waiver** to the Department of Community Service prior to volunteering online or in person.
- Volunteers must complete **CORI/SORI** forms if required through the **Department of Community Service** or volunteer site.
- Working with kids or vulnerable populations? Legal guardians must fill out **permission slips** that must be returned to the Department of Community Service.
- Plan and complete an **Educational Outreach project** with help from the Department of Community Service ([dcsgradassistant@brandeis.edu](mailto:dcsgradassistant@brandeis.edu)).
- Coordinate **reflection activities** for all volunteers.
- Track all **volunteer hours** and submit through **SAGE** (for help or questions, email [commitmenttoservice@brandeis.edu](mailto:commitmenttoservice@brandeis.edu)).

**Keep the Ball Rolling!**
(Ongoing activities to keep your club alive and well)

- Strategize on how the service program will be sustained after your time at Brandeis (funding and leadership).
- Create a process for volunteers to obtain additional leadership responsibilities within your project.
- Meet with **Hiatt Career Center** staff to best market your community involvement on resumes and interviews.

**Need Help?**

- Stop by the **Department of Community Service** for some one-on-one help and to access more resources.

**Department of Community Service**

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