



## **Learn and Serve Tampa, Inc.**

Connecting Classrooms, Causes, and Communities

# Student Service Leadership Guide

## Community Assessment

- What does my community **need**?
- Is there an organization that works toward meeting that need?
- In what ways **can I help** meet the need?

## Communication

- **Contact** the organization to find out volunteer requirements, hours, and needs.
- **Request information** about the activities/duties you will perform.
- **Ask to visit** and learn more about the job.
- Do not commit until you are prepared to do so!
- **Always communicate**, especially if your plans change and you cannot attend.

## Self-Directed Projects

- Write out a plan.
- Contact any “stakeholders”
- Make sure you are addressing a real need.
- Make sure your plans will truly benefit those you have in mind
- Commit yourself to the project

## Get Started

- Make a time to sit down and write up your plan.
- Make formal notes or draw diagrams and pictures of what you plan to do.
- Make a list of things to do and who can help you.
- Prepare 3rd person information that can be used as a news release or for announcements
- Typing things up also help keep you organized and are easily adaptable
- Perform the service and have fun doing it! Take pictures and keep records of those who help!
- Make sure to keep documentation to remember your experience and for future reference

## Work Backwards

- Allow adequate time to recruit volunteers, communicate, operate, and clean-up
- If you need to contact anyone, make sure to leave plenty of time for them to respond
- Prepare 3rd person information that can be used as a news release or for announcements
- Typing things up also help keep you organized and are easily adaptable
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## Serve and Reflect

- Perform the service and have fun doing it! Take pictures and keep records of those who help!
- Make sure to keep documentation to remember your experience and for future reference
- Write a Reflection immediately after you complete your service! Share photographs, document the impact.