

Planning a One-Time Service Event for your Group/Club/Class/Residence Hall/Team

➔ 1. MAKE SURE TO START PLANNING AT LEAST ONE MONTH IN ADVANCE ←

2. Look through the list of one-time service activities attached or on the CCSJ website. Find options for your group.
3. Review the attached Planning Worksheet with your group.
4. Contact Meryl Stevenson (outreach@loyola.edu) or Christina Harrison (csharrison@loyola.edu, ext.2771) to set up a meeting to discuss options/ideas.

5. Contact community agency(ies) and ask the questions below.

(These questions are merely suggestions. Each group will have specific needs; be sure to ask whether the agency is able to accommodate yours. Gather enough information to make an informed decision about where you would like to do your service project.

*Remember: you are going to help an agency or organization meet community-identified needs. Be sure to ask what **needs** to be done rather than simply informing an agency what your group **wants** to do!)*

- a. What dates/times are available? (Try to find a time that works for both your group and the agency)
- b. What number of participants can the agency accommodate? (Let them know how many you can provide)
- c. What expectations does the organization have of its volunteers?
- d. What type of service does the agency need? (direct work with clients, behind-the-scenes work)
- e. Who will be your contact person on site?
Make sure to give the volunteer coordinator your name and contact information as well
- f. Will there be an orientation on-site when you arrive? or done ahead of time?
- g. Does the group need to bring anything? (i.e. food, supplies, etc.)
- h. Are there applications that need to be filled out beforehand?
- i. Is public transportation available to the site? Is there parking (metered or lot)?
- j. What are the directions to your agency/ the site where we will volunteer?
**If your site is not within walking distance of the campus and you plan to use a Loyola College vehicle, please go to CCSJ website's Community Service or direct link to this web page: www.loyola.edu/ccsj/transportation.html
You will have to fill out all appropriate paperwork BEFORE you commit to a starting date**

6. Plan and conduct a preparation for service (Assistance is available if needed from CCSJ– also see the list of preparation activities.)
7. Plan and conduct a post-service reflection (Assistance is available if needed from CCSJ – also see Reflection packet)
8. Complete and turn in the attached volunteer roster and the emailed web survey.