



*Adventist Community Services*

**GUIDEBOOK FOR CREATING**

**SERVICE**

**LEARNING**

**EVENTS**

**Making Comm(you)nities Better Places to Live**

# Teach the Joy of Service

Your guide to organizing group service projects.



**Service promotes** community engagement, social responsibility, personal growth, and skill development. One way your school can teach using service is to incorporate a day of service in the calendar. When you plan a day of service for your students, you give them:

- **practical experience** while helping others,
- a better **understanding of the needs** and challenges facing their community and
- **empathy and compassion** for others.

Making Comm(you)nities Better Places to Live



# EVENT PLANNING CHECK LIST

## **Logistics:**

- Date of Service Day
- Meeting Location: Where will volunteers gather at beginning and end of the Service Day?
- Geographic area for project

## **Personnel:** (suggestions)

- Planning committee; Project Coordinator, Transportation Coordinator and Promotion Coordinator, etc.
- Project Leaders who will accompany each volunteer team to their work site.
- Drivers
- Volunteers: Approximately how many volunteers are you planning projects for?

**Budget:** Create a simple budget to make sure you have the resources you need to organize the event. Include items such as t-shirts (if desired), water and snack for volunteers, transportation costs etc.

## **Transportation:**

- How will volunteers get to the work sites? Remember: factor in extra travel time if one vehicle will be dropping volunteers at different worksites.
- Drivers: Who will drive the vehicles and do they have the necessary clearances to drive volunteers? For instance, volunteer drivers should have a Driver's Background Screening to reduce liability.

**Follow-up:** Plan a rally, class assignment or other way to debrief students about their experience. What did they see? How do they feel about their experience? What have they learned?

This step is essential to draw out important lessons and solidify how the experience will inform their lives.



# FINDING WORK FOR YOUR VOLUNTEERS

Each group of volunteers is unique, as is your community. Be mindful of the age, abilities, and interests of your group to help you identify appropriate services you can provide.

## Potential Organizations

- **ACS Centers**  
At your church or one nearby
- **Senior Centers:** Help the center or clients who may need help at home.
- **Local Library**
- **City/State Parks**
- **County Conservation District or other conservation organization**
- **Local city government** the Volunteer Coordinator or departments that can use a group of volunteers.
- **Foster Care Services**
- **Habitat for Humanity**/other home-building assistance organizations
- **Shelters and Low-income Housing** (YWCA, homes for young, single moms etc.)
- **Animal Shelters**

## Sample Jobs

- Sorting and organizing supplies and donations
- Packing food boxes
- Spring cleaning
- Painting and refreshing the building
- Cook and serve a meal
- Helping the librarian to keep up with organizing in heavily used areas (such as the children's section)
- Weeding flower beds
- Removing invasive plant species from sensitive ecosystems
- Ecological restoration and conservation
- Helping a local nonprofit for an upcoming event/fundraiser
- Beach clean-up
- Assembling back-to-school backpacks and supplies
- Washing vehicles for an agency ie: fire department or American Red Cross.



# PROJECT PLANNING WORKSHEET

**Project #** \_\_\_\_\_

**Organization:** \_\_\_\_\_

**Organization Contact:**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**On-site project contact:**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Project Description:**

---

---

---

---

**Number of volunteers needed** (min and max): \_\_\_\_\_

**Special Equipment Needed to Perform?** (e.g. work gloves, grubby clothes):

---

---

**Directions from Meeting Site:**

---

---

---

**Distinguishing characteristics of the site:** \_\_\_\_\_

---



# SERVICE DAY PROJECT SHEET

## Coordinator/Driver Information

**Project #** \_\_\_\_\_

**Organization Name:**

**On-site contact:**

Name and contact of person they will meet and work with onsite.

**Crew Sign Up:** the number of lines should reflect the number of volunteers needed for this project. E.g. (4-7 volunteers)

**Address of the service site.**

Include any distinguishing landmarks that will help them locate their on-site contact. E.g., "Go to the door at the back of building and ring the bell."

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_

**Project:** Brief description of what the volunteers will be doing at the service site.

**Special Instructions:** are there any special physical requirements of the volunteers or equipment they need to have (e.g., gloves, closed toe shoes etc)

**Organizer's Contact:**

Name and contact of organizer in case there are questions or problems .

**Directions:**

GPS makes these less vital to the instruction sheet, but may be useful in case of loss of cell service or to include any special instructions.





## The Four C's of Service

**Connected:** Know your fellow service providers and work with them to leverage resources for the most good.

**Comprehensive:** Minister to the whole person, body/mind/soul, and remember their daily lives may look different from yours.

**Consistent:** The community needs to know they can count on you. Show up regularly and keep your word.

**Compassionate:** Christian service springs from a heart full of God's love. Jesus' compassion guides our work.



**Making Comm(you)nities Better Places to Live**



**Compliments of ACS**

**North American Division**

**[www. communityservices.org](http://www.communityservices.org)**

