

SERVICE LEARNING WORKBOOK

Not for Teaching the
Leaders of Tomorrow,
But Empowering the
Leaders of
Today!



DEPARTMENT OF
**WORKFORCE
SERVICES**



Extension
UtahStateUniversity



HOW TO TURN ANY SERVICE PROJECT INTO SERVICE LEARNING

The key elements of Service Learning is providing YOUTH the opportunity to lead and serve in their communities. Empowering them to learn new skills and make a real impact in the process. You can take any service project even picking up litter or tying blankets into service Learning by following these steps:

Demonstrate what impact you had through the service. This is so youth, volunteers, people who donated, and people in the community can know the impact this service made. Everyone who contributed should know why they did this service, and how it helped people.

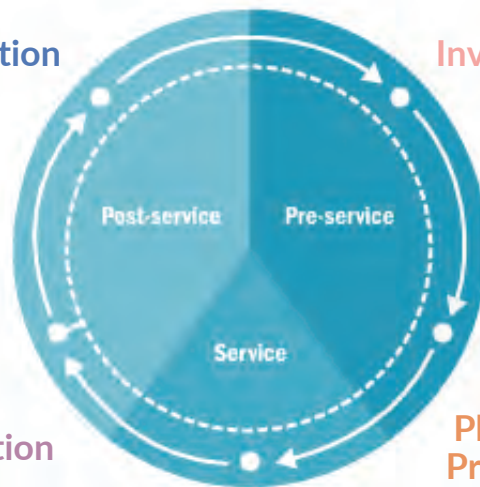
D
Demonstration

Have youth be the ones coming up with the idea. They should be engaged in finding out - is there really a need for this, if so who has the need and why? Then Identify what skills, ideas, or concepts youth will learn through the process.

I
Investigation

Youth Discuss & Reflect did you fill the need you wanted to and achieve your service goals? Did you learn the lessons you wanted to learn? Was this truly a youth led process? Did you learn the other skills and concepts previously identified?

R
Reflection



A
Action

P
Planning & Preparation

Youth will discuss and plan: what materials do we need? who is going to donate or buy the materials? When and where are we going to do this? How are we going to deliver it to the people who need it, etc.

The day of the service the youth should be the ones planning, leading, and engaged in the service (not just being pointed in the right direction and told what to do by the adults)

PERSPECTIVE

Use this worksheet to challenge your assumptions, highlight the impact of small actions, and help you discover what truly motivates you to serve others.

1. Think of someone in your school, neighborhood, or community who faces challenges.

- a. What struggles do they face that you might not fully understand?
 - a. What strengths do they have that some may overlook?
- o Imagine switching places with them for a day:
 - i. What would be hard for you to handle?
 - i. What new things might you learn about their life?
- o If you could do one meaningful act to support them, what would it be?

2. Reflect on the saying "It Takes a Village." Think about the people who impact your life:

- o What are some things that others have done that helped you become who you are?
- o How can you be that person for someone else?

3. Finding Your "Why"

- o What are one or two issues in your community that really matter to you? (This could be in your school, family, neighborhood, or a larger social issue.)
- o **Why** do you want to help others?

TAKE ACTION

Helping others doesn't just change their lives—it changes yours, too. It builds confidence, empathy, and leadership skills. Even the smallest acts of kindness can have a huge impact. It can change how you view the world.

Challenge: Pick one act of service to do today, big or small. Think about how it makes you feel and how it might affect others.

IDENTIFY THE NEED

Use this worksheet to figure out what the need is in your community. The 8 Dimensions of Wellness wheel will help you think of different areas in which you and others in your community may have a need. Think about what is the root cause of that need. For instance, you may have a need to socialize more. The root cause of that need might be: 'I don't make enough time for friends because I get distracted by screen time and social media.' Discuss possible solutions such as planning a weekly game night with friends, etc.

DISCUSS

- **What is a need you see in yourself or your family?**

- **What is a need in your school?**

- **What is a need in your community?**

- **Of the needs in your community, what are the root causes? (access, awareness, resources, etc.)**

- **What are some solutions to address these needs and their root causes?**

IDENTIFY YOUR TOP 3 SERVICE IDEAS



RESOURCES

Use this worksheet to identify the resources you will need to complete your selected service experience. Discuss together what you need—whether it's volunteers, a space to rent, supplies, additional money, etc. In the next worksheet, you will write down who you need to collaborate with. For now, focus on the resources needed, and decide who will look into each of them. Sometimes you might need to make a call, do a Google search, or go to the store to get a few things. This worksheet is where you can make those assignments. You may need more or fewer resources, but this is a good starting point.

WHAT IS THE SERVICE PROJECT YOU WANT TO ACCOMPLISH?

Please fill out the Chart on the following page before answering these questions

- **What resources do we already have access to?**
- **What do we not have that we need? How can we get it and/or what will it cost?**
Will you ask someone to donate space, rent it, fundraise to get items, or ask who already has supplies or buy them, etc.? Write down your ideas.

NEEDS

**HOW CAN WE
GET IT**

COST

ACTION ITEMS

CONTACT

People that need to be contacted

ITEM

Items that need to be bought

WHO

Who's going to do what

WHEN

When will they have it done by

What do we Need?

PEOPLE	PHYSICAL	MONEY	OTHER
<p>Volunteers, Planning Team (Who will help lead this event?), Experts/Guest Speakers (if applicable), The people you are serving</p>	<p>Location, Supplies or equipment for the service, Food, Signs/Decorations, Other (Chairs, tables, canopies, etc.)</p>	<p>Budget (What money do you already have to spend on this?), Donating/Fundraising (Are there more funds/resources you need?)</p>	<p>Marketing skills & materials (Flyers, social media posts, emails), Logistics (Transportation, trash cans, restrooms, first aid kit), Legal stuff (if applicable, do you know where to find permits, insurance, waivers, etc.)</p>

PLAN

Use this worksheet to create a timeline for what needs to be done, by when, and who is responsible. When planning, it's important to have milestones. These are short-term goals that help you achieve your goal of executing an awesome event! Some of these items may not apply to every service project. If they don't apply to yours, feel free to cross them off. You may need fewer or more milestones, but this is a good starting point. If needed you can use more blank sheets to expand on your notes and timeline.

What are we doing and who are we here to serve?

Now that you've identified all the resources and collaborators, let's create a timeline of key milestones leading up to the service project. This will help you stay organized and ensure everything is in place by the event day.

KEY MILESTONES & BACKDATING

Milestone	Deadline	Person(s) Responsible	Notes
Confirm the event location and time			
Finalize volunteers and assign roles			
Confirm any guest speakers/experts			
Secure additional supplies/equipment			
Set up social media flyers, advertising			
Finalize backup plan			
Hold volunteer orientation			
Event day: Setup execute project			
Event day: Cleanup and check out			

HAS IT BEEN PLANNED FOR

WHO IS RESPONSIBLE

- Volunteer Check In _____
- Supplies/ Equipment _____
- Welcome People to the Event _____
- Manage Volunteers During Event _____
- Food/Water Distribution _____
- Cleanup _____
- Location Confirmation _____
 - Contact Info for Venue: _____
- Transportation of Supplies _____
 - How will supplies be transported _____
- Materials/Supplies Confirmation _____
 - Where will supplies be stored before the event: _____
- Restrooms/Trash/Logistics _____
 - Additional Supplies: _____
- Back Up Plan _____

VOLUNTEER ORIENTATION PLAN

WHO IS RESPONSIBLE

- Orientation Content: _____
 - Purpose/Goal/Objective
 - Impact on the Community
 - Event Schedule
 - Emergency Procedures
- Communication with Volunteers _____
- Setup (Time & Tasks)
 - What needs to be set up: _____
 - Timeline for Setup: _____
- Event Oversight: _____
 - Floater Role: _____
 - Manager Role: _____

DAY OF ACTION

Use this worksheet to help you create a schedule and checklist for your service experience. Additions can be added as needed.

SCHEDULE OF EVENT DAY

Time	Action	Who - Targeted Group	When - How Long
	Pre-Service Review	Leadership team	60 minutes before start
	Team Orientation	Planning team	30 minutes before start
	Volunteer Check-in	All volunteers	15 minutes before
	Event Orientation	All participants	5-15 minutes
	Service Experience(List all actions that need to occur)	All participants	30 minutes - 4+ hours
	Volunteer Reflection	All participants	10-15 minutes
	Final Cleanup	Planning team and volunteers	10-30 minutes

PRE - SERVICE REVIEW

1. Review Worksheet 5 - Follow up

- a. Have all the resources you need arrived and are ready to be used?
- b. Have you connected with your contacts from facilities or collaborators to ensure everything is in place?
- c. Is any signage or other physical stations set up? (water stand, volunteer check in, etc.)
- d. Are all planning team members on-site?
- e. Verify data collection: Who is collecting photos, quotes, numbers, etc.?

2. Team Orientation

- a. Review safety protocols with the team.
- b. Review assignments and roles. Do volunteers know where and what they are supposed to do?
- c. Make adjustments based on current circumstances

3. Event Orientation

- a. Meet with volunteers and the planning team.
- b. Define goals, the project (work to be done), and set clear expectations.
- c. Identify bathrooms, medical personnel, and other important details.
- d. Break into groups and provide clear instructions.
- e. Assign mentors and role models for newer participants.

4. Service Experience

- a. Identify all service tasks, sequence of tasks and locations.
- b. Is transition time needed between tasks?
- c. Are snacks and water breaks necessary?
- d. Is one task dependent on another?

5. Reflection with Volunteers

- a. What did we accomplish?
- b. How did this impact the community and ourselves?

6. Final Cleanup

- a. Ensure all equipment and supplies are returned to the correct locations.

DAY OF SERVICE - OPERATIONS PLAN CHECKLIST

Note: Few schedules go as planned. Adjustments may be necessary. Allow for flexibility.

Ready	Time Start	Done	Item	Responsible individual
Pre-Service (On-site before the event)				
			Supplies are all on-site and ready to use	
			Tools and equipment on site and ready to use	
			Site manager visit – Any updates?	
			Partnering groups visit – Any updates?	
			Planning team is on site and ready	
			Planning team orientation	
			Physical stations are set up and supplied	

DAY OF SERVICE - OPERATIONS PLAN CHECKLIST

Note: Few schedules go as planned. Adjustments may be necessary. Allow for flexibility.

Service Experience				
Ready	Time Start	Done	Item	Responsible individual
			Event/Volunteer Orientation	
			Group Leaders - Prepared?	
			Start service experience	
			Tasks to be done:	
			Tasks to be done:	
			Tasks to be done:	
			Collect photos, quotes, observations	
			Review progress and make adjustments as needed	
Post-service Experience				
			Reflection with volunteers	
			Final cleanup	
			Check-in with Site Manager - Final Review	

REFLECT

Use this worksheet to reflect on what went well, what you wish went better, and any important information to record if you plan to do this event again next year. Many times, when an event is successful and people want to repeat it, we forget things like: Who did we call to reserve the location? When did we have the event? What did we want to change for next time? This worksheet is meant to be kept in your records so you can refer back to it if you plan a similar event in the future.

Event Name: _____ **Location:** _____

Date of Event: _____

- What was the goal of the service project?

- Did we achieve our goal?

- What was a success?

- What was a challenge?

- If we could do it over, what would we do differently?

- What did I learn from this experience?

IMPORTANT CONTACTS FOR FUTURE REFERENCE

Who were the key people involved in this event (volunteers, leaders, community partners, etc.)? List any important contacts for future events or follow-ups.

Name: _____ Role: _____ Contact Information: _____
Name: _____ Role: _____ Contact Information: _____

DEMONSTRATE

Use this worksheet to reflect on and share your service project experience.

TELLING OTHERS ABOUT YOUR SERVICE

After completing your service project, it's important to tell others about:

1. What you did
2. What impact it made
3. What you learned
4. What can happen next
5. Thanking those who helped support

1. Who Should You Tell About Your Project?

- Who helped with this project and should know about the results? (Example: Volunteers, organizations, or community members)
- Who else might be interested in hearing about the project? (Example: Local news, schools, city officials)

How Can You Share Your Experience?

(Check the best ways to share your impact. You can choose more than one.)

- Write a short report or article
- Give a presentation (in class, at a club, or to a group)
- Post on social media or create a video
- Send a thank-you letter to those who helped
- Other: _____

Inspiring Others to Take Action

- How could you encourage others to take action? (Example: Invite them to join, show them what's possible, challenge them to continue the work.)
- What would you say to someone to get them excited about joining your cause?

Next Steps

- Who can you ask for help continuing this service opportunity or starting a new one?
- What are the specific steps you will take next?

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