

## Service-Learning Planning Sheet

Club or Organization: \_\_\_\_\_

Date of project: \_\_\_\_\_

Club Advisor: \_\_\_\_\_

Hours of Advisor Time: \_\_\_\_\_

Number of Students that participated: \_\_\_\_\_

Hours per student: \_\_\_\_\_

Community Partner: \_\_\_\_\_

Did your group complete a "volunteer" or a "service-learning" experience: \_\_\_\_\_

**PREPARATION: How have you prepared for the "service experience"?**

- Who is your community partner? How did you select this partner?
- How will you orient your group to the community partner and their mission?
- How does the project you've chosen meet an unmet community need?

**ACTION: What are you going to do? What "day-of" logistics do you need to consider?**

- Who will provide the orientation to the project and the agency's mission?
- What is the project that you will be doing?
- Have you figured out logistics (transportation, lunch, clothes, supplies, etc)?

**REFLECTION: How will the group know that they made a difference? What will they do from here?**

- What? So What? Now What? or Hands, Heart and Head
- Will you have a discussion or an activity? Who will lead it? Will the community partner participate?
- Did you get a list of ideas from the Center for Service-Learning?

**EVALUATION: How did the project go? What could you do differently next time?**

- Did you ask the group for feedback? Did they like the experience? Do they have input for next time?
- What did the community partner think? Were they happy with the work accomplished?
- Did you send thank you cards or an email thanking your community partner & students for their help?