

Volunteer Project- Final Project

Task: Volunteer for a local non-for-profit agency for over twenty hours. Then research and develop a plan, which if approved, resourced, and executed with excellence will meet the needs of a chosen non-for-profit organization.

This can be done in any community service organization in Livingston County, (*with teacher's approval*). The organization should be a non-for-profit institution. If you are being paid it cannot be counted as volunteer work! You are allowed to visit 2-3 different organizations, but you **MUST** make a commitment to one for the duration of the semester. You must make **at least 10 visits for 2-5 hours each visit at the organization you committed yourself to**. A “time-sheet” must be filled out, in pen, and signed by a supervisor. In order to receive full credit, you must also keep a **reflective journal** of your work (forms are provided by the teacher). This will help you learn about the organization; build your resume *and* a great reputation as a volunteer within the community!

Possible Organizations:

Hospitals	Libraries	Museums	Fire Departments
Salvation Army	Recycling Center	Nursing Homes	Schools
Literacy Volunteers	Peer Counseling	Tutoring	Livonia Kiwanis
Big Brothers Big Sisters	Livonia Rotary	Lakeville Lions	Local Churches

Unacceptable:

- Riding with an Ambulance Technician
- Sports related activities unless with a church or a community organization
- Work for another course at LCS or BOCES, unless with my permission
- Doing the hair of nursing home patients, etc... (Although a GREAT service, it's a BOCES requirement)
- Any community service assigned by the court

Steps

1. Journal of Volunteer Experiences

2. Interview someone at the organization at which you are volunteering. What problems are they facing? What are their needs? Some possible problems could be: financial hardship, volunteer shortages, or supply shortages. The interview should consist of (at least) 8-10 questions with answers.

3. Volunteer Analysis

- **Determine the Current State** – This should summarize the information acquired in the interview.
- **Determine the Desired State** – The desired state is clearly portrayed and is beautiful and ideal place. What is your clearly defined goal? Research comparable plans. For example, if you are thinking about creating a book drive for a local library, research book drives that have been held by other libraries.
- **Define** what the desired state is. What is your idea to help the organization?
- **Transition Plan** – How can the organization move from the current state to the desired state? Explain the steps needed to be taken in order to successfully carry out the desired state. Include planning time, resources, technology, manpower, etc...

4. A final reflective essay documenting your personal growth during the participation in the process.

5. Signed Time Sheet

Signed Support Approval Form

Volunteer Project

For Participation in Government

Student's Name _____

School _____

Adviser _____ Organization _____

Date _____

This form is designed to help you stay on track with your final project. It must be signed by the student, parents, and the student advisor or volunteer contact. If you plan to complete the Volunteer Project you must have this form given to your teacher by the five week marking period. If this form is not signed and given to your instructor by five weeks you will be forced to complete a different final project.

Your volunteer work can be done in any community service organization in Livingston County. The organization should be a non-for-profit institution. If you are being paid it cannot be counted as volunteer work! You are allowed to visit 2-3 different organizations, but you **MUST** make a commitment to one for the duration of the semester. You must make **at least 10 visits for 2-5 hours each visit at the organization you committed yourself to**. A **"time-sheet"** must be filled out, in pen, and signed by a supervisor. In order to receive full credit, you must also keep a **reflective journal** of your work.

The culmination of the volunteer project includes an interview of an associate of the volunteer organization. Determine what problems and needs of the organization. You will then devise a plan to help remedy the problem. You will present your plan to your Participation in Government class.

Student Date

Parent

Advisor Date

Reflective Journal

Each student that has chosen the Volunteer Final Project must document their volunteer activities. Every time you volunteer you must make a reflective journal entry.

Sample Reflective Journal Entry

Category: Political Process

Activity: Shadow the mayor for a day to learn more about the city's political process.

Notes:

September 15 – called mayor's office to see if it would be possible to spend the day with her. I was asked to put the request in writing.

September 18 – wrote letter to the mayor explaining the Participation in Government option and asking to shadow her (copy attached).

September 25 – received letter from the mayor. October 6 at 9:00 a.m. is the day.

October 2 – met with adviser to plan for my shadowing day.

October 5 – called the mayor's office to confirm date.

October 6 – arrived at 9:00 a.m. Sat with her while she went over the day's schedule with her secretary, d. The mayor welcomed the stores to the city and then talked with some of the people who had assembled. At 11:30 a.m., we went to a luncheon meeting of the Recycling Committee. The mayor made a brief speech. Then back to her office where she returned phone calls. At 1:30 p.m. she went to clear up some problems with the union. I left at 3:30 p.m. to go to my after-school job.

What I Learned:

Public officials lead very busy lives and must always be pleasant in dealing with the public, even when the people they are dealing with are not. The mayor has to know about so many things to make decisions. She also has to be careful what she says because she'll have to live with that later. I was glad I wore my blazer because I felt very professional. The mayor was interested in the leadership organizations. I told her a lot about what we do, and I think she would be willing to help us in some way if we needed her.

October 9 – wrote a thank-you note to the mayor. I told her we would be willing to speak to community groups about the organization and offered our help on a city project if she ever needed it (copy attached).

Overview and Summary Paper

Upon completion of the community service, each student is required to write a paper, approximately 2-3 pages in length, typed, double-spaced with twelve point font. At all times in this paper, you will write in proper English, using proper grammar, paragraphs, spelling, etc. The paper must be proofread. The paper is due on _____

The paper **MUST** address all of the following:

1.) What service was provided by the group or organization you worked for in the community? How long has it been in existence?

This section should include any information about the group or organization, which would help someone understand the purpose of the group or organization's existence. This section should be extremely detailed.

2.) What were the reasons you chose this particular community service?

This section should include discussion about any previous experience, the role of your friends, family members, and/or teachers in determining why you chose this particular service.

3.) How did you get your job at this organization?

This section should include information about a phone call, meeting, or help you received from your friends, family, teacher, etc. You should refer to specific people (first and last names are needed) and how each person helped you get your position. You also need to evaluate this help. You need to explain how a specific person made this part of your service easy or difficult. For example, was the person you phoned and met welcoming and receptive to you? Explain.

4.) What specific experiences affected you?

This section should include a detailed description of your feelings of at least **two events**, which occurred in your service. Your answer should also include an evaluation of whether the experiences positively or negatively affected you.

5.) Did you make a difference? How valuable was your community service?

This section should include what you learned about doing service for your community. Do you feel that your presence was important to the group or organization? You should indicate your feelings about whether 20 hours was enough time to devote to this group or organization or if you are going to continue this service once the project is complete. Do you think this service will make you a lifelong volunteer?

Community Service Project Participation in Government Livonia Central High School Social Studies Department

Proposal

I, _____ plan to complete 20

hours of community service at _____
_____.

The address of the organization is _____

I plan to perform the following services at this organization: _____

I want to volunteer at this organization because: _____

Approved by _____

Date of approval _____