



## Sun Devil Suggestions

1. Seek out a need in the community.
2. Define the goals of the service project.
  - a. What do you hope to accomplish?
  - b. What do you want the participants to get out of the service project?
3. Brainstorm ideas about the types of service projects that can assist you in accomplishing those goals and meeting that need in the community.
4. Select a project site or agency
  - a. Talk with the agency or site representatives about your project and be sure that it meets their needs and they are willing to work with you.
  - b. Maintain consistent contact with the agency to determine both their responsibilities and yours to make it a successful project
5. Assessment of resources needed:

Are there resources (supplies, funding, etc.) provided for you or do you need to get them?

  - a. Do you have money to purchase supplies or do you need to solicit donation or get sponsors?
  - b. If you need to ask for donations:
    - i. Submit a letter to corporations, companies or agencies that might be able to donate or discount supplies or food for your project
    - ii. Include what your project entails, why you are doing the project, what you will need and why you need it.
    - iii. Follow-up with the potential donor as soon as possible
    - iv. Be sure to thank the donor after the project
6. Publicity
  - a. Do you to recruit participants/volunteers?
  - b. Create a flyer listing the date, time, location and event details.
  - c. Create a welcoming environment for volunteers; inform them about why this project is important and thank them for their participation.
  - d. Write and distribute a press release to inform the community.
7. Evaluation
  - a. Create an evaluation/survey tool to be completed by the volunteers after the service project is completed. The person or group that creates the tool will be responsible for distributing and collecting the forms.
  - b. These tools will help you later assess the outcome of the project and help you to improve different aspects of the project next time.
8. Reflection
  - a. The coordinating individual or group should reflect on the experience of planning and executing the service project after it is completed. This will assist in concluding the entire experience.

## Resources

### Come Visit:

ASU Community Service Program, Service Library SDIC, 3<sup>rd</sup> Floor MU

### Check out these websites:

[www.asu.edu/mu/community](http://www.asu.edu/mu/community)

[www.volunteerphoenix.org](http://www.volunteerphoenix.org)

[www.idealists.org](http://www.idealists.org)

[www.volunteermatch.org](http://www.volunteermatch.org)

[www.tempe.gov](http://www.tempe.gov)

### Community Outreach:

Contact community leaders

Contact your legislature

Visit local nonprofit agencies

Interview/shadow individuals who work at nonprofit organizations

## **And remember...**

*"Be the Change you wish to see in the world." Mahatma Ghandi*

Visit and/or contact the ASU Community Service Program  
SDIC, 3<sup>rd</sup> Floor MU (480) 965-9843 [www.asu.edu/mu/community](http://www.asu.edu/mu/community)