

# Public Service Center

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## Planning a One-Time Service Project

### Establish Goals

Example of goals for one time service project:

- Increase student awareness of community needs and organizations
- Increase student leadership and teamwork skills
- Serve the community by meeting an existing need or building on a strength
- Build rapport within a group

### Determine Roles

- Primary group contact for the assigned day: seek out potential agencies, find out day/time of project and number of volunteers needed, act as a liaison between the participants and the community partner
- Recruitment of participants: outreach to relevant populations, reaching target number of volunteers needed for project, recruiting 20% more volunteers to take the place of anticipated no-shows or drops
- Participant contact and confirmation: responsible for contacting all of the participants to confirm their participation and provide the details of location and time of service project
- All: The day of the event, arrive 15 minutes before participants and be available by cell phone to help direct participants to the site. Help lead the ice breakers for the day. Also responsible for the contact binder which includes emergency contact information, the sign in sheet and key contact numbers.

### Plan for the Event

Remember that the earlier you start planning, the more likely it is that your event will happen and will be successful. At the very least, begin planning 4-5 weeks in advance. See next page for detailed timeline.

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## Plan for the Event

### 4-5 Weeks in Advance (Even Earlier is Better)

- Plan ahead. Build your planning team. Gauge/determine the number of people, type of work, service goals, and amount of time you can volunteer. **Note: A day of service usually is 4-6 hours of volunteering.** See last page for a sample schedule.
- **Determine your group's motivation.**  
Why do you want to volunteer? To learn about a social issue? Develop skills? Fight for human rights?
- **Define your group's interest areas.**  
What are you passionate about? What population, city, or community do you want to serve?
- **Decide how much time you have to commit.**  
Be realistic about participants' class schedules, holidays, and other commitments. Don't forget to factor in travel time to the site.
- **Decide on an approach to service.**  
What kind of organization do you want to support with your one-time event? Consider differences between direct service, grassroots organizing, research, political advocacy, and activism.
- **Find an opportunity**
  - **Use an existing opportunity:** [VolunteerMatch](#), [Hands On Bay Area](#), [Berkeley Project](#)
  - **Research organizations** to see if they work with groups of volunteers: [VolunteerMatch](#), [Hands On Bay Area](#)
  - If you are in the exploratory stage, let partners know. Be up front if you are "shopping around" for opportunities.
  - When you contact community organizations, let them know that you would like to do a project that is truly useful to them, and be clear about how many people will be participating. Respect the fact that it takes a significant amount of effort on the organization's part to prepare for a group one-time service project.
- **4 Weeks in Advance:** Confirm project and start recruitment. Solicit donations for food or materials as needed (the earlier you do this, the more likely you are to get donations). Set up transportation.

**2 Weeks in Advance:** Email all participants to confirm participation.

### 1 Week in Advance

- Re-confirm with site. Confirm transit details. Confirm donations and pick-up times for food or materials.
- Send another confirmation email to participants with final details. Include any clothing requirements, need for water or sunscreen or bus fare, etc.
- Phone all participants one to two days before the event to get a verbal confirmation of their participation.
- Make sure you have all materials, including waivers and release forms, ready for the big day.

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## Typical One-Time Event Schedule

7:40 AM – Arrive and set up the sign in table

8:00 AM – Welcome individuals and have them sign in for the day. Make sure everyone signs the [liability waiver](#). Introduce them to others who have already arrived and let them know the plan for the morning. Eat breakfast.

8:15 AM – Official welcome. Give overview of the day. Start icebreakers and name games.

8:30 AM – Get people organized to head over to site.

8:40 AM – Call community organization and let them know you are leaving campus. Leave campus and go to site.

9:00 AM – Meet at the community agency site and introduce yourselves. Make sure students all arrive. If anyone has not shown up, call them.

9:15 AM – Site orientation and introduction by site coordinator.

9:30 AM - Start service project.

12:00 PM – Lunch (preferably with site coordinator and/or site clients)

12:30 PM –Resume service. Check with site coordinator about afternoon projects and estimated end of service project.

3:30 PM – Clean-up site.

3:45 PM – Thank everyone for their work, with special thanks to the site coordinator and anyone else from the organization that helped set everything up. Lead reflection. Mention how participants can get involved in the future. Head home.