

OFFICE FOR VOLUNTEER & SERVICE-LEARNING

Lankford 203 & 216 ■ Phone: 434.395.2930 ■ Fax: 434.395.2237 ■ www.longwood.edu/volunteer

Steps to Serving...

- 1. Understand** that volunteering takes time, dedication, and commitment.
- 2. Determine** when you or your organization can volunteer. Determine if you or your organization will commit to serving on a regular basis (weekly) or on a one-time basis (special projects). *Please note that many agencies prefer that you volunteer on a regular basis.*
- 3. Identify Opportunities**
 - Attend the Volunteer/Involvement Fair (Tuesday, September 11th, 4-6 p.m., Lankford Student Union) to meet with agency representatives who are interested in working with Longwood students.
 - Check out the most up-to-date volunteer and service-learning opportunities by searching LancerTRAK.
 - Request to be placed on an email distribution list by emailing rentschlerjc@longwood.edu so you will receive the most recent opportunities via email.
 - Research what types of agencies you might be interested in by searching the Volunteer, Service-Learning website--www.longwood.edu/volunteer
 - If you have difficulties finding something, make an appointment to meet with the Volunteer & Service-Learning Staff by calling x2930.
- 4. Contact** the top two (or more) agencies you or members of your organization are interested in working with and let them know you are *considering* serving there. Ask questions. (*What exactly will I be asked to do? Who will I report to? Will I have direct contact with clients? Do you have enough work for the number of people that will be joining me? etc.*)
- 5. Decide** which service site(s) best suit you and or your organization's interest(s)/schedule(s) based on your findings. Follow-up with the agencies that you have decided **not** to work with so they are not expecting you.
- 6. Arrange** a time to meet with the Agency Site Supervisor at the site you've decided to work with.
- 7. Attend** any trainings/orientations and complete any paper work the agency requires of its volunteers.
- 8. Complete** the Service-Learning Agreement and Experiential Learning Letter of Understanding with your Agency Site Supervisor and return to the appropriate individuals.
- 9. Record** your hours on a Log Sheet after each visit.
- 10. Reflect** on your experiences. Time spent in Reflection counts toward service hours because *doing* is equally as important as *reflecting*! Staff members are available to facilitate a reflection session for your organization.
- 11. Evaluate** your experience to help us improve the program.
- 12. Submit** pictures, success stories, quotes, etc. so that we may use them in publication materials.

