



**“Developing Meaningful
Service Projects”**

Experiential Education

Why Complete a Service Project?

- Make important networking contacts
- Learn or develop skills
- Gain work experience
- Build self-esteem and self-confidence
- Make a difference in someone's life
- Gain satisfaction from an accomplishment
- Make an impact
- Enhance social awareness
- Learn through service





A successful service project is one that:

- Has specific goals w/measurable results
- Has realistic & achievable goals
- Responds to identified needs
- Uses available resources effectively
- Builds working networks for future service projects.



Sample Projects

- CAC – Think Pink
- Akwesasne Boys & Girls Club
- Habitat For Humanity
- Potsdam Humane Society
- Toothbrushes for Malawi
- Marshall Park Restoration
- Fright Night
- Cystic Fibrosis Foundation
- Salvation Army
- Renewal House
- CAVA
- American Red Cross



10 Steps to Establishing a Successful Volunteer Event

Step 1

Plan Ahead

- a. You will need at least 4 weeks to plan for your volunteer event

Step 2

Make an Appointment with the EEO Staff

- a. Learn about potential sites & needs
- b. Potential Projects
- c. Forms
- d. Volunteer Button



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Step 3

Identify Site/Agency

- a. Choose a site your group agrees upon (Passion)
- b. Research projects the site is involved with. (Mission)

Step 4

Meet with Community Site

- a. Define Project
- b. Develop Timeline
- c. Date, Time, Location of event
- d. Logistics



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Step 5

SUNY Potsdam Leaders Establish Work Task

- a. Marketing
- b. On-site Coordinator
- c. Logistics
- d. Scheduling of Volunteers
- e. EEO Liaison
- f. Fundraising
- g. Recruitment

10 Steps to Establishing a Successful Volunteer Event

Step 6

Create To Do Lists

1. Marketing:

- a. SUNY Potsdam Public Affairs
- b. WAIH Radio Station
- c. Racquette
- d. Reporter
- e. Emails to clubs & organizations
- f. Campus TV
- g. SPW
- h. Poster/Flyers
- i. Tables & Banner in Union
- j. Announce @ Greek Council & SGA
- k. BearTracker
- l. Photographer
- m. Market Event at Beginning, Middle & End





10 Steps to Establishing a Successful Volunteer Event

Step 6 Continued

Create To Do Lists

2. Schedule Volunteers:

- a. Create a Master Sign-up schedule
www.mysignup.com
- b. Create Volunteer work schedule
- c. Create sign in sheets

3. End of Event Project Forms

- a. Document all members volunteer hours completed for the event
- b. Submit forms to EEO at the end of the event

10 Steps to Establishing a Successful Volunteer Event

Step 6 Continued

Create To Do Lists

4. Recruitment Plan (call for volunteers):

- a. Racquette
- b. Email all clubs/organizations
- c. Reporter
- d. Posters/Flyers
- e. Banner in Union
- f. Announcement @ Greek Council & SGA
- g. Residence Life



10 Steps to Establishing a Successful Volunteer Event

Step 6 Continued

Create To Do Lists

5. Fundraising:

- a. Research and Contact local organizations
- b. Create letter to send describing event
- c. Create goal
- d. Thank you letters
- e. System to deposit funds
- f. Use database to track funds



10 Steps to Establishing a Successful Volunteer Event

Step 6 Continued

Create To Do Lists

6. Materials/Supplies:

- a. List supplies needed and order
- b. Set up materials/supplies @ event
- c. Develop or collect pamphlets, flyers, table runners and/or display depicting event/organization
- d. Order/buy giveaways, candy, free stuff, etc.
- e. Take down





10 Steps to Establishing a Successful Volunteer Event

Step 7

Meeting(s) w/your Club/Organization

- a. Assign Committees
- b. Set up schedule of events
- c. Assign to do list action items

Step 8

Volunteer Event Day

- a. Establish on-site coordinators
- b. Supervise entire event
- c. Follow through on all activities for the event

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Step 9

Volunteer Event Follow Up

- a. Send out Final Press Release
- b. Send out thank you letters
- c. Submit forms to EEO for certificates
- d. Plan and present final fundraising donation to community organization (photo op!)



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Step 10

Evaluation/Assessment

- a. The EEO will facilitate the volunteer & site evaluation process
- b. Set up final meeting to discuss evaluations as a group and brainstorm ideas to improve your volunteer event for next year





EXPERIENTIAL EDUCATION

- 114 Sisson Hall
- 267-2803
- eeo@potSDam.edu
- www.potSDam.edu/eeo
- Toby White, Director
- Donnita Firnstein, Career Counselor/Internship & Volunteer Coordinator