

The Center for
Community Engagement
and
Service-Learning

VOLUNTEER HANDBOOK

HOBART
AND
WILLIAM SMITH
COLLEGES

Our Mission:

We stand for learning through service that produces students who are civically engaged and graduates who the have skills to be active global citizens.

Our Vision:

A sustained, engaged relationship with the community that promotes positive community change and enhanced student learning.

Center for Community Engagement and Service-Learning Contact Information:

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Geneva, NY 14456

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(315) 781-3515

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serve@hws.edu

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Save the Date!

Events for the 2008-2009 Academic Year

September 20- Beach Clean-Up- Day One of “Fall into Service”

September 23- Civic Leadership Forum: Deborah Piltch ‘84

October 2- Jumpstart’s “Read for the Record”- One day. One book. For children everywhere. www.readfortherecord.org

October 4- Seneca County Literacy Celebration

October 18- Celebrate Service, Celebrate Geneva Day of Service- Volunteers from the area unite with the common purpose of giving back to the Greater Geneva community

October 20-24- Civic Discourse Forum Series: Millennials and Politics: It’s Not Just About Service Anymore

October 30- Halloween Blood Drive

November 4- HWS Votes/Election Night Party

Late November- Civic Leadership Forum: Trevor Field

January 24- Martin Luther King Jr. Day of Service

February 16- President’s Day Blood Drive

March 13-21- Alternative Spring Breaks

May 2- Book Bash- End of year celebration for America Reads and Jumpstart with crafts and activities, books, snacks and much more!

May 21- Community Barn Sale

COMPASS

Engaged Citizenship



Through *HWS Compass*, students are encouraged to explore the many facets of service to society. A three tiered program, *Compass* provides experiences in Community Service, Civic Engagement, and Civic Leadership that chart the course to a life of Engaged Citizenship. Students are connected with service and engagement opportunities on-campus, in the area surrounding Geneva, outside the local region and even internationally. These experiences are meant to help students develop citizenship skills such as leadership, self-awareness, and recognizing societal needs while making a material change that will help meet identified community needs.

<h3 style="text-align: center;">Community Service</h3> <ul style="list-style-type: none"> • Short-term commitment with low level of reflection and learning • Outcomes: students feel good, meet a requirement, planting the seeds for further involvement and self-reflection 	<h3 style="text-align: center;">Civic Engagement</h3> <ul style="list-style-type: none"> • Provide students with intentional and purposeful opportunities for community involvement that include reflection and learning • Students want to do it and understand why they are doing it • Outcomes: knowledge, self-reflection, creating a material change
<h3 style="text-align: center;">Civic Leadership</h3> <ul style="list-style-type: none"> • Students become leadership resources; they are able to identify a community issue, harness resources and provide leadership to create change • Students identify a need, bring along others, develop resources • Outcomes: transferable skills, sustainability, students become role models 	<h3 style="text-align: center;">Engaged Citizenship</h3> <ul style="list-style-type: none"> • A self-conscious, critical participant in communities of common speech, common value, and common work that bridge both space and time • Students feel an ongoing commitment to their communities beyond graduation, reach a level of self-actualization • Outcomes: lifelong service, role model, teacher

Center for Community Engagement and Service-Learning FAQ's:

Q: Where is the Center for Community Engagement and Service-Learning located?

A: Second floor of Trinity Hall in the Salisbury Center, Room 203

Q: What/where is the Community Service House?

A: The Community Service House, located at 737 South Main St., is a student cooperative house where the residents have pledged to volunteer weekly with various community agencies as well as sponsor all-campus community service events.

Q: What is Day of Service?

A: Day of Service is a student initiated one-day service event that brings the Colleges' staff, faculty and students together with the people of Geneva to perform service projects in the city and surrounding areas. For more information contact the office at serve@hws.edu.

Q: What is America Reads?

A: Hobart and William Smith students can tutor elementary school children as part of their federal work study jobs. Students go as a group on a regular schedule to the schools, where they work one-on-one with kindergarten through third-graders on reading skills. Tutors need not have any previous reading education experience; a complete training session is provided before they begin. This is followed up with supplemental training over the course of the semester. Interested students must be willing to commit to the program for a semester, although they are encouraged to make a year-long commitment. Contact Katie Flowers at kflowers@hws.edu for more information.

Q: What is Jumpstart?

A: Jumpstart is a national non-profit organization that engages young people in service to work toward the day every child in America enters school prepared to succeed. Jumpstart recruits, trains and supports college students to serve as part-

time AmeriCorps members, working directly with and supporting young children in Head Start and other early childhood education programs. Upon completion of the 300 hour year requirement, students receive a \$1,000 education AmeriCorps education award that Hobart and William Smith will match to go toward tuition. Contact Christie Torruella at torruella@hws.edu for more information.

Q: What is alternative spring break?

A: During spring break in March, a contingent of Hobart and William Smith students volunteer for a public service project held off-campus. Over the past few years, students have gone to Pocahontas State Park in Virginia, North Carolina to work in an elementary school and to New Orleans to do Katrina relief. Stop by the office, check out our website or email Ave Bauder at Bauder@hwsa.edu for more information.

Q: I want to do service. How can I get involved in the community?

A: You can visit our website: <http://www.hws.edu/academics/service/index.aspx> (located on the HWS site under academics, civic engagement) and search under the “Volunteer” section to find opportunities by time commitment or category or you can come into the office and speak to a staff member about your interests.

WHY DO I WANT TO VOLUNTEER?

Adapted from NUI Galway's "Volunteering Guide & ALIVE Handbook"

Volunteering has plenty to offer people from all types of backgrounds and walks of life. People volunteer for many different reasons. Some of the reasons people choose to volunteer are:

- Make friends
- Do something they really enjoy
- Make use of special interests and talents
- Meet new people with similar interests
- Find out more about a job or type of work which they are considering as a career
- Learn new skills and develop new interests
- Have a chance to take some responsibility and make decisions
- Gain valuable training and experience which may lead to paid employment

The following questions should help you to focus on what you would like to do and the time you have to offer:

How much time do I have to give?

- How much time can you spare for volunteering? Remember your other commitments (coursework, hobbies, employment) and do not over-commit yourself.
- Are your circumstances likely to change in the near future?
- What period of time can you commit to volunteering? For example, one day? A month? Six months? One day a week, more or less? Some voluntary projects require you to stay for a minimum period of time, so check before you decide on a project.

When can I volunteer?

- What times of the day are you free? Morning? Afternoon? Evening?
- What days of the week are you free?
- Do you have your own transportation? If not, is it easy for you to walk or get a ride to the place you are volunteering?

What kind of work would I like to do?

- In what ways do you feel you can best contribute?
- What are your particular skills and interests? What do you really enjoy doing?
- Do you prefer to work with people or to do something alone?
- If you prefer to work with people, is this on a one-on-one basis or in a group?
- Would you prefer to do something you have already done, using skills you have already acquired, or would you prefer the challenge of doing something new?
- What skills and interests do you already possess? Many everyday skills are useful when volunteering. Make sure you do not overlook skills such as writing letters, decorating, talking, listening, driving, reading, sports, entertainment, etc.
- If you want to work with people, have you identified a particular group of people with whom you would like to work?

Remember, you can look on our website and browse volunteer opportunities by category!

<http://www.hws.edu/academics/service/index.aspx>

VOLUNTEER CODE OF CONDUCT

Adapted from “Serviceleader.org: Virtual Volunteering”

Purpose of Volunteer Policies

These policies are written to provide overall guidance and direction to staff and volunteers engaged in community service. These policies do not constitute, either implicitly or explicitly, a binding contract. Our office reserves the right to change any of these policies at any time.

Confidentiality

Volunteers are responsible for maintaining the confidentiality of all proprietary or privileged information to which they are exposed while serving as a volunteer, whether this information involves a single staff, volunteer, client, or other person or involves overall agency business. Failure to maintain confidentiality may result in termination of the volunteer's relationship with the agency or other corrective action.

Screening/Reference Checks

For some agencies, volunteers must submit professional references or undergo a background check/fingerprinting. If such is required, it will be discussed during orientation at the agency.

Dismissal of a Volunteer

Volunteers who do not adhere to the rules and procedures of the agency or who fail to satisfactorily perform their volunteer assignment are subject to dismissal. No volunteer will be terminated until the volunteer has had an opportunity to discuss the reasons for possible dismissal with supervisory staff. Possible grounds for dismissal may include, but are not limited to, the following: gross misconduct or insubordination, theft of property or misuse of agency materials, abuse or mistreatment of clients, staff or other volunteers, failure to abide by agency policies and procedures, and failure to satisfactorily perform assigned duties.

EXPECTATIONS

Students should treat volunteering like a job (show up on time and when they are scheduled).

Students should be enthusiastic and flexible (go in with a positive mindset, give 100%)!

Don't be afraid to ask for help! Communicate. If you don't know how to do something or are confused, ask someone. They are there to help!

Students should be organized and plan ahead. If you know you have a final/paper coming up and will need extra study time, talk to your supervisor ahead of time and try to reschedule for that week. They're understanding and know school comes first.

Students will dress and act in an appropriate manner at all times. Remember you are not only representing yourself, but also HWS!

STUDENT SAFETY

Students should not give out any personal information (address, phone number, etc.) to other volunteers, workers or clients of the agency. The supervisor is the only individual who might need this information in the beginning of your service.

Students should not leave personal items (purse, clothing, etc.) out in plain sight when volunteering. Ask your supervisor if there is a safe place to put these items while you are doing your service. We are not responsible for stolen items.

If walking to your agency, students should be aware of their route and the area of the city they are in. Never walk alone at night to or from your agency. Students should also inform their supervisor if walking to volunteering. If you are uncomfortable walking, please notify our office and we will see if there is any way for you to carpool with other students.

If at any time you have any concerns or questions, please contact our office immediately. We are here to support you.



Geneva Demographics

At the time of the 2000 Census, Geneva was home to 13,617 residents. Compared to other cities in New York State, Geneva's population was relatively young, with an average age of 31.8. The 1,900 students from Hobart & William Smith Colleges were largely responsible for this average, as college-age persons (age 18-24) represented approximately 20 percent of the total population. Nevertheless, Geneva's working-age population (age 18-64) still outnumbered its dependent-age population (ages 0-17 and 65 & over) by more than two to one.

Geneva is also surprisingly diverse for a city of its size. Nearly 16 percent of the City's residents in 2000 were non-white, with black residents constituting the largest minority group (12.3 percent). Asian residents, Native American residents, and residents of other races comprised the remaining 3.7 percent. Nearly 9 percent of the City's residents were of Hispanic origin. Geneva is proud of its multi-cultural heritage which distinguishes it from other cities and villages in the region.

Since 1994, Geneva's population has decreased slightly, to 13,617 in 2000. Several of the areas surrounding Geneva (such as Ontario County and the Genesee/Finger Lakes Region) are growing rapidly. Residents of these areas turn to Geneva as a place to shop and work.

In 1999, Geneva's median household income was \$35,829, well under the median income of the households in the county and state.

The poverty rate among child 5 to 17 in Geneva was estimated to be 24 percent in 2004. This poverty rate is well above the estimated rate in Ontario County.

In 2000, 46 percent of children under 6 in Geneva lived in single parent households.

In 2004-2005, math and ELA scores for low-income 4th graders were 19 and 21 percentage points lower than non-disadvantaged students.

Community Agencies

Geneva Center of Concern

Contact: Cheryl Toor

Ph: (315) 789-1117

Fax: (315) 789-6077

Avenue D

Email: cht4701@yahoo.com

Meets specific needs of disadvantaged people by operation of a store front for sale of low-priced used clothing, furniture, and appliances. Information and referrals. Geneva Food Pantry; Operation Merry Christmas.

Directions- Go down S. Main Street and at the hospital light take a right onto North Street, take a left at the next light onto Genesee Street, go past Uncle Joe's on your left, take a right onto Avenue D and it's at the end of the block on the left.

Boys and Girls Club of Geneva

Contact: Arlene Francis, Robin Glasgow

Ph: (315) 781-2345

Fax: (315) 789-2047

1 Goodman Street

Email: bgclubgenev@rochester.rr.com; afrancis2737@yahoo.com

<http://www.genevabgc.org>

Clubs are community-based organizations that provide young people with a fun, safe and constructive after-school environment. Clubs offer programs and services designed to build character and strengthen life skills.

Directions- Go down S. Main Street and at the hospital light take a right onto North Street. Continue down North Street past a cemetery on your right and at the four corners turn left onto Preemption Street. The club will be on your left.

21st Century Afterschool Program (located at West St. School)

Contact:

Ph: (315) 945-1591

30 West Street

Email:

Directions- Go down Pulteney Street and turn left at the Washington Street light. Continue down the street and take a right onto West Street. The school will be on your left with a parking lot on the right.

Success for Geneva's Children

Contact: Stu Einstein
Ph: (315) 523-1342
41 Lewis Street, Suite 103
Email: stuemc2@aol.com

Pulls together human services people that deal with children and parents and create a forum (2 general membership meetings a year with a particular topic) for discussion between these people. The annual Leadership Breakfast presents Success stories, demonstrates initiatives that are going well, and introduces a data report (if there is one that year). A task force who has done research on a critical issue present (ex: 2004- "weight wellness").

Mobilizes the Geneva community to improve the health and well being of children and their families. Success seeks to build effective interventions and supports for children and families knowing that such things have profound and long lasting beneficial impacts on the individual child, his/her family and the community.

St. Peter's Neighbor's Night/Arts Academy

Contact: Sue Adams
Ph: (315) 789-4910
151 Genesee Street
Email: stpeters@stpetersgeneva.us (subject: Sue Adams)
<http://www.stpetersgeneva.us/outreach.asp>

This outreach ministry happens on Wednesday evenings from October through May (5:30pm-7:00pm) and welcomes children who are currently enrolled in grades K-8. The program includes Bible story, songs, supper, arts and crafts and games. The program's mission is to provide nourishment of the body and soul to a disconnected community of children.

Directions- Take South Main St. to the Castle St. intersection. Take a right onto Castle St. then Genesee St. is the second street on the left at the light. Take a left onto Genesee. The church will be down the street on the right.

Geneva Head Start

Contact: Jane Gerling
Ph: (315) 781-4104
Fax: (315) 781-4198
400 W. North Street
Email: jgerling@genevacsd.org
http://www.genevacsd.org/GCS_NSS/headstart/index.html

The mission of Geneva Head Start is to provide a comprehensive program to help meet the individualized educational, emotional, social, and health needs of all eligible preschool children and their families. Head Start offers children, ages 3-5, a family oriented developmental pre-school program. It serves low income and/or special needs children at no charge.

Directions- Take S. Main Street to the North Street/Geneva General Hospital intersection. Take a left onto North Street. Take a right onto Canter Rd. then your first left will bring you into the parking lot for Head Start.

Community Unified Today (CUT Inc.)

Contact: Patty Blue
Ph: (315) 781-0534
Fax: (315) 781-6309
152 Genesee Street
Email: PatBlue@cutinc.org
<http://www.cutinc.org>

Community Unified Today's mission is to create and provide increased access to economic, educational, and social opportunities for low income and multicultural families in Ontario and Wayne Counties. (Economic, Educational, and Social Opportunities)

Programs include housing economic training, affordable rentals, homeless housing, childcare center.

Directions- S. Main Street to the light at Castle Street, take a right onto Castle. Take a left onto Genesee Street at the light. CUT will be down the street on your left (in a normal house with a sign by the door). If you hit Lewis Street you've gone too far.

Salvation Army

Contact: Captain- Ruben/Annette Rodriguez
Ph: (315) 789-1055
Fax: (315) 789-3795
41 North Street
Email: arodriguez@use.salvationarmy.org; ruodriguez@use.salvationarmy.org

Run a food pantry Mon-Thurs 9:30-11:30am, Bible Study, church service Sundays at 11am, Carol Campaign/holiday projects, and provide vouchers for rent, electric, water, etc.

Directions- Take S. Main Street to the North St/Geneva General Hospital intersection and take a right onto North St. Pass the Genesee St. intersection and the Salvation Army will be on your right after you cross the railroad tracks (white and brick building).

American Red Cross

Contact: Lynne Tyler (Executive Director at Seneca Falls)
Ph: (315) 568-9436
Geneva Contact: Sarah Rowe
Ph: (315) 789-1522
Fax: (315) 781-0930
34 Castle Street/83 Bayard Street Seneca Falls
Email: rowes@rochester.rr.com; tylerl@rochester.rr.com

Directions- Take 5&20 to the 96A ramp. Continue over the bridge and take a left onto W. River Road, stay straight on this road through Waterloo (do not turn left to continue on 96!), pass the golf course on your right, and it will take you into Seneca Falls. Sauder's will be on your right, pass St. Patrick's Church on your right and look for the parking lot with the brick building on the corner (Red Cross flag outside). If you pass St. Bosco's School you've gone too far.

Geneva Agri-Business Child Development

Contact: Andrea Cristani/Qing Marino

Ph: (315) 781-3267

Fax: (315) 781-7240

5 Goodman Street

Email: genevedc@rochester.rr.com

<http://www.agri-business.org/locations.html>

Daycare center housing Seneca Head Start as well as East Coast Migrant Head Start. There are thirteen ABCDs in New York serving high migrant populations. Both parents must be working and one must be in agriculture. It is an income-based program with Head Start promoting kindergarten readiness, family services, identifying childhood delay, and providing health services and two meals a day plus snack. Currently there are 53 children enrolled.

Directions- In the same building as the Boys and Girls Club, but entrance is toward the right side of the building.

Geneva General Hospital/Finger Lakes Health

Contact: Jean Harman (volunteer contact)/Lara Turbide

Ph: (315) 787-4065

196 North Street

Email: jean.harman@flhealth.org

Directions- Take Main Street to the intersection at North Street. Go straight through the light into Geneva General parking lot toward the left. Jean's office is located in a brick two-story house with black iron railings located between the hospital and a three-story medical office building.

Catholic Charities of the Finger Lakes

Contact: Ellen Wayne

Ph: (315) 789-2686 x 115

Fax: (315) 789-5785

671 Exchange Street

Email: etwayne@dor.org

www.catholiccharitiesfl.org

Human service organization that focuses on children and families that are at "at risk." Runs case management services such as young parent programs (case manager goes to house for visits), parenting skills classes, supervised visitation (provides an opportunity for parents to see their children) and the emergency assistance program (provides financial resources and connects individuals with other resources in the community to help them). Serves four counties in the Finger Lakes region.

Directions: Take Exchange Street past the Hampton Inn (on left) and take a left onto State Street. Take your first right onto Center Street and park in the big lot on your right. Catholic Charities is located in the building farthest from the church.

Family Counseling Service of the Finger Lakes

Contact: Jennifer Thorne

Ph: (315) 789-2613 x141

Fax: (315) 789-2524

671 S. Exchange Street

Email: jenm616@yahoo.com

www.fcsfl.org

Hispanic Youth Program Director- Maria Bizardi, 315-789-2615 (x125)

Center offers professional counseling, employee assistance program, domestic violence and safe home program, child and adolescent sexual abuse programs, Hispanic youth program, and teen violence prevention.

Domestic violence program includes one on one education/case management, accompaniment to courts/DHS etc, 24 hour hotline, network of safe homes, access to nearby county shelters, Link to Life program that provides victims with a 911 alert beeper, and victim support groups. Also work with the Sunshine Lady program that provides scholarships to victims so that they may go back to school.

Directions- Take 5&20 East toward the Ramada Inn and take your first left onto Elizabeth Blackwell Street. Take an immediate left into the parking lot with brick buildings. FCSFL is the building on the left.

Big Brothers Big Sisters

Contact: Heather Mills

Ph: (585) 704-6159

Home Address: 65 Spring St. Geneva, NY 14456

Email: hmills@bbbsr.org

Big Brothers Big Sisters matches children ages 6 through 16 with mentors in professionally supported one-to-one relationships.

Community-based Mentoring: For as little as an hour a week, Bigs and Littles meet in their community to share fun activities...stories ...and a little bit of themselves.

School-based Mentoring: Bigs and Littles meet once a week in schools, libraries and community centers, to talk and have fun. It's not about being a tutor ... it's about being a friend.

Directions- Heather is our local contact for the Rochester Big Brothers Big Sisters Program. She can be reached by email or phone and usually comes into the office for meetings.

Child and Family Resource Center

Contact: Dawn Waite

Ph: (315) 781-1491, x 203

Fax: (315) 781-1493

41 Lewis St., Suite 103

Email: dwcfrgvc@rochester.rr.com

Dedicate to providing affordable, accessible programs that enhance and support the education of parents, caregivers, and child care providers, as well as encourage the highest quality of care and

positive learning experiences for young children. Offers preschool programs, enrichment classes, adult/child programs, and child care referrals, and parent services.

Directions- Take South Main Street to Seneca Street. Turn right onto Seneca. At the stop sign take a left onto Exchange Street. Continue down Exchange St. and Lewis Street will be on your left (across from the Hampton Inn). The Center will be on your left and shares a building with other offices.

Geneva Lakefront Childcare Center

Contact: Debbie Bunce

Ph: (315) 781-0014

Fax: (315) 781-5629

61 Elizabeth Blackwell Street

Email: dbunceglcc@cstdsl.net

An agency supported by the United Way that serves children from 6 weeks to 12 years since 1971, providing daycare and afterschool services.

Directions- Take South Main Street to Seneca Street. Take a right onto Seneca. Take a right onto Exchange Street (pass ice rink). Take a left onto Elizabeth Blackwell Street. The Center will be on your left.

Community Lunch Program

Contact: Janet Kenny

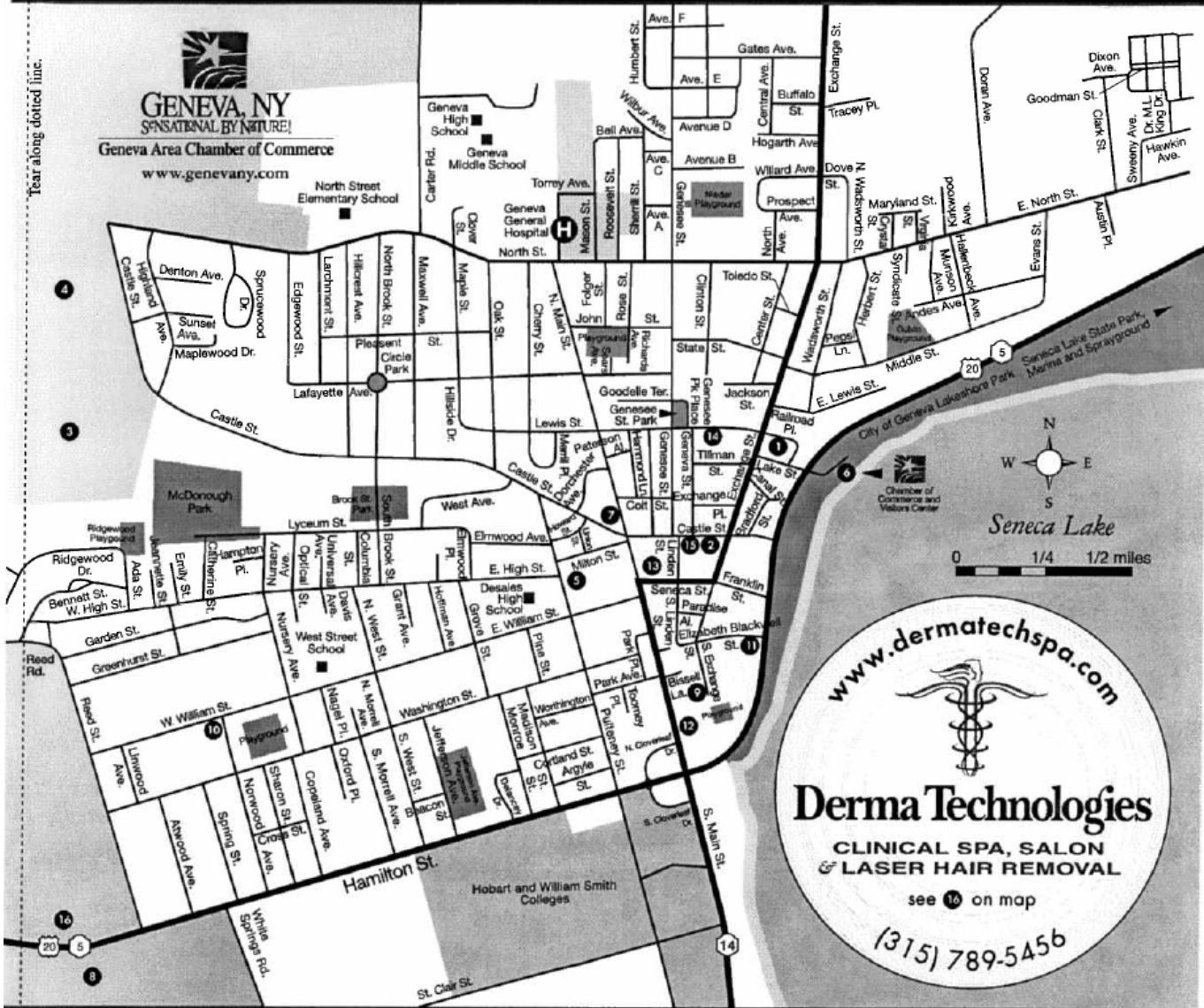
Ph: (315) 789-2686 ext. 105, (315) 789-7645 (home)

Geneva Methodist Church

Email: jkenny@dor.org

The Community Lunch Program has supplied the people of Geneva a hot nutritious meal from 11:45-12:15pm Monday-Friday at the Geneva Methodist Church since 1983. For two months out of the school year, October and February, the Hobart and William Smith community is in charge of Thursdays with the community lunch program. Students, sometimes with the help of faculty and staff, plan, prepare, and serve lunch to those in need in the Geneva area, as well as spend time with them over the meal before cleaning up.


Directions- Take Pulteney Street to William Street. Take a right onto William Street. As you go down the hill there will be a big lot behind the church to park in. Enter through the back door and go down the stairs toward the kitchen. If walking, on S. Main Street church is located diagonally across from Mark's Pizzeria.



A Great Place to Visit.
A Better Place to Live.

- | | |
|--|------------------------------|
| <input type="checkbox"/> Downtown Geneva | 7 Geneva Public Library |
| 1 Bus Station, Taxi Stand | 8 Geneva Little League |
| 2 City Hall | 9 Geneva Recreation Complex |
| 3 Cornell Ag & Food Tech Park | 10 Geneva YMCA |
| Cornell University | 11 NYS Labor Department |
| 4 NYS Agricultural Experiment Station | 12 Prouty-Chew Museum |
| 5 Finger Lakes Community College | 13 Smith Opera House |
| Geneva Campus Center | 14 Social Security Office |
| 6 Geneva Area Chamber of Commerce | 15 United States Post Office |

GENEVA . . . A great place to visit and a great place to start up or expand your business.



Talk to us about the great opportunities available here, including low interest funds, Empire Zone incentives, and a variety of available sites.

City of Geneva Department of Planning & Economic Development
Geneva, New York 14456

Tel: 315-789-4393 • Email: vbassett@geneva.ny.us • Website: www.geneva.ny.us

REFLECTION EXERCISES

Reflection is a method by which participants in a service setting can process their experience and examine what they have learned from it. Here are some great exercises you can use to reflect before, during or after service!

What? So What? Now What? Model

What? (Reporting what happened, objectively) Without judgment or interpretation, describe in detail the facts and event(s) of the service experience.

So What? Discuss your feelings, ideas, and analysis of the service experience.

Now What? Consider broader implications of the service experience and apply learning. Be aware to strike a balance between realistic, reachable goals and openness to spontaneity and change.

Sentence Stems (University of Maryland)

Sentence Stems can be useful in helping to begin to think about expectations for the experience. Use as a way to start journaling.

Example:

- "Today I hope..."
- "I am most anxious about..."
- "I expected community members to be..."

Quotes

Read the following quotes to yourself. Pick one. Write about what you think it means. How might it pertain to the service project at hand?

I believe that the serving and being served are reciprocal and that one cannot really be one without the other. -- Robert Greenleaf

WE are the leaders we have been waiting for! -- Sweet honey in the Rock

We don't see things as they are, we see things as we are. – Cicero

Unless you choose to do great things with it, it makes no difference how much you are rewarded, or how much power you have. -- Oprah Winfrey

Guided Imagery (University of Maryland)

This exercise can help you get in touch with your expectations, assumptions, and even fears before the service experience. It can also be used to help you imagine the lives of those with whom you serve. Think about what you will do at your service site. Then ask and answer questions about the environment, how you feel, etc.

Example: "Today you are going to serve meals to people who are homeless. Picture yourself arriving at the shelter. What do you see? What do you smell? What do you hear?"

Journaling

Questions you can ask yourself when journaling about your service:

- What are your first impressions?
- How do you feel about the people you are working with?
- What is different than you expected?
- What were the effects of what you did?
- What have you been able to accomplish in your service?
- What are the biggest problems faced by your organization in meeting the needs of the people served?

Artistic Journal

Choose a creative medium such as drawing, poetry or music and develop 'creative' entries to an artistic journal from time to time during service. If you are comfortable, share this work with our office. We would love to see how you interpreted your service!

Similes and Metaphors

Use similes and metaphors to capture the essence of your service experience to help analyze its meaning to you.

My service this semester is like _____ because _____.

Example from a service-learning student:

The class is like a piece of paper and then being able to do the community service, it animates that picture.

Photo Essay

This would allow you to use your figurative and literal "lenses" to view the service experience. You use photographs to reflect on your service experience and can weave a main theme or concept to actual photo documents. These projects are also excellent to share with the campus community and service sites.