

Day of Service Worksheet

Engagement, Leadership, and Service has planned multiple days of service with thousands of participants including students, staff, and faculty. Using our guide, anyone can create a Day of Service!

Who	# of Volunteers		<p>How many volunteers will participate in your day of service? Are you partnering with any other organizations? Will a volunteer coordinator lead service, or will you train volunteers as site leaders?</p> <p>Consider that most nonprofits may have the capacity to host a maximum of 10 to 20 volunteers at one time.</p>
	Partner Organizations		
What	Service Project		<p>Volunteer work comes in many different levels of activity and ability—from moving fallen branches to updating websites. What level of physical activity is your group able and interested in? This may affect which nonprofit(s) you choose to partner with.</p>
Where	Option 1		<p>Athens-Clarke County and the surrounding area has many nonprofits which work with community members to create positive change. You may already have built relationships with nonprofits! However, please view the list of options later in this guide and search on your own to find more.</p>
	Option 2		
	Option 3		
When	Date	Date	<p>Which dates and times would be best for your event? Consider taking a workday or schedule it for a weekend depending on your volunteers. Having multiple options is helpful when contacting a volunteer coordinator.</p>
Why	Shared Values		<p>What values are shared across your group? Is there a guiding mission that aligns your community? Describing why you want to share your time and effort is helpful to fully engage your members in your volunteer event. Check out the Sustainable Development Goals for more information.</p>



Where do we start?

Describing your values is a core part of creating a meaningful service event. What is a topic your organization, business, or class focuses on, either formally or informally?

The United Nations has developed this list of development goals that creates a map for people today and in the future to thrive. Go over this list with your leaders or group. Discuss which goals stand out to you and why. Use this discussion to lead you into choosing community partner(s) to share your time and energy with.



Our SDGs

Pick Sustainable Development Goals to address with your Day of Service.



Days of Service



Engagement, Leadership,
and Service
Student Affairs

Event Staff

Event staff will take multiple roles, which can overlap or be split up based on your needs: a committee to plan the event, day-of event leaders who will help the Day of Service run smoothly, and site leaders to accompany volunteers to the sites and help them reflect on their service.

Service Project

After reviewing the list of Athens-Clarke County nonprofits, contact 1-3 of them with your idea. Ask them to share important information including the organization's address, where service will be held, what allergens might be at the site, the minimum and maximum amount of volunteers their site can hold, and if the site is accessible. You might also swap phone numbers with the volunteer coordinator who will be there on your day of service.

Managing Participants

Once your date, time, and service projects are settled, your group may set up a [SignUp Genius](#), [Google Form](#), or [Involvement Network Event](#) for volunteers to sign up, receive information, and share their important information with the event organizers. You may also choose to submit your event to the [UGA Master Calendar](#) for a wider audience.

Supplies

Some sites may require supplies that they don't have. Your group may decide to purchase supplies, bring them from your personal supplies, or request tools from the [Athens-Clarke County ToolShed](#). This ToolShed program is for gardening and renovation tools for community improvement projects.



Improving Inclusion in Volunteer Projects

Typical volunteer projects may not have enough information that many potential volunteers with different conditions or needs may not feel able to participate. For example, many projects at first glance are not accessible for volunteers who use mobility aids; however, most sites will have options that volunteers of all abilities can engage with. Additionally, providing transportation, regular communication before and after, and grouping the volunteers together in smaller groups will also increase belonging amongst volunteers.



Large Day of Service – Example Schedule

Planning a Large Day of Service can start with a much smaller group than you might think. Groups ranging from 20-500 may benefit from the structured planning found in this section.

	Event Leaders	Site Leaders
8 AM	Arrive at the location to set up check-in tables, supplies, and breakfast.	After setting up tables, message participants to remind them where to arrive at 9 o'clock.
9 AM	Begin placing waitlist.	Program Begins.
9:30 AM	Deliver tools to sites if necessary.	Depart to Sites.
10 AM	Clean up, enter participant data into the Involvement Network, and handle small issues as they arise.	Begin volunteering, take photos, & and post an Instagram Story!
11-12		Volunteer! Incorporate reflection questions in your activities.
12:30 PM	Welcome volunteers as they return!	Return to campus.
1 PM	After everyone returns, have event leaders and site leaders take a short break for lunch to ensure you have enough energy for cleanup! This is also a great break to hear how each individual site went.	
2 PM	Clean up. Groups may split up based on available tasks. You may also choose to send a thank-you email to participants and one to the service sites!	

Participant Schedule

Update your RSVP on the Involvement Network. Wear sneakers and comfortable clothes, and bring a hat, a water bottle, and any medication you require!

9 AM - Meet at the Tate Student Center to check in and carpool together with your group.

9:15 AM – Serve! You will follow your assigned site leader to your site. They will communicate in your individual GroupMe with more information! Take breaks if you need them and think about why you chose to serve today.

12 PM – Your site leader will instruct you when it's time to come together and reflect about your service today.

12:30 PM – Once you're finished with service, sign our banner and grab a popsicle! Thanks so much for serving with us today!



Group Day of Service

Volunteer groups within a student organization, a small office, or a class may not require as much planning as the large day of service! However, all volunteer groups can make a difference.

Smaller groups more easily fit into gaps in the existing schedule for community partners, and they may also be much easier to convert into regular volunteering experiences, which makes the most impact in our community.

Service Day Schedule

(Next Saturday) Wear long pants!

9 AM - Meet at the Tate Student Center to check in and carpool together with your group. Team Red will volunteer at Athens Area Humane Society, and Team Silver will volunteer at Athens Clarke County Animal Shelter.

9:15 AM – Serve! Our service includes cleaning equipment including dog runs and pens, socializing the dogs, and updating the shelter’s social media with information about the dog’s personalities.

12 PM – Officers lead reflection & take group pictures for our club’s social media.

12:30 PM – Two groups meet to have lunch and share about our service.



Facilitating Reflection

Ground Rules / Group Expectations

Setting ground rules is good practice when working in groups, especially when encountering new expectations and environments like those that volunteering may expose your participants to.

- Listen respectfully, without interrupting each other.
- Allow everyone the opportunity to speak.
- Criticize ideas, not individuals or groups.
- Avoid inflammatory language, including name-calling.
- Ask questions when you don't understand; don't assume you know others' thinking or motivations.

Icebreakers

Two Truths and a Lie - each participant lists three facts, and the group guesses which is the lie.

Extreme Rock Paper Scissors - each participant pairs up with someone and plays rock, paper, scissors. After one person wins, the loser cheers for the winner by name as they go up against the winner from another pair. This continues until you have two winners left, with two sides of people cheering each one on. They compete, and then you're done.

Train Wreck – Gather your group in a circle and choose one person to be in the middle. That person introduces themselves and says a fact about themselves (ex: My favorite color is red.) and whoever shares that fact moves to a new spot in the circle. Whoever is last to find a spot goes in the middle.

Name Game – This game helps the group get to know each other in a fun way. Go around and have the group introduce themselves, and then split them in half. Have the groups turn away from each other and plan who goes up. Two people that go up will have their eyes closed, open their eyes when directed, and guess the other person's name. The winner makes other person join their team. Repeat.

Pre-reflection: Why are you here? Ask participants how they found out about your day of service, what they want to learn, and what questions they have for you.



Deeper Questions

After establishing a baseline of connection, try the OARS method for deeper reflection!

Open-Ended Questions

Open-ended questions are structured to invite the other person to elaborate, think critically, and talk. They often begin with *why, how, what, describe, tell me about, or what do you think about...*, like “Why did you choose to volunteer today?” or “How has your experience been different from what you expected?”

Closed-ended questions can often be answered with a basic “yes” or “no,” like “Do you like serving outside?” and “Had you heard about this community partner before?”

If you’ve accidentally said a closed-ended question, you can ask, “Can you tell me more about that?” Try to refrain from asking “double-barreled” questions, which is when you ask multiple questions as one sentence. Including a clear bias or “right answer” in an open-ended question also negates the benefit of open-ended questions. Try some of these open-ended questions!

- Why do you think this community partner exists?
- Can you tell me a little about your expectations before volunteering today?
- What do you think an ideal citizen is like?

Affirmations

Building rapport is important for participants to engage. Be genuine when connecting with your participants about their engagement with both the activity at hand and their personal development.

- Thank you for being here today!
- It sounds like you care a lot about _____.

Reflective Listening

Listening thoroughly often requires restating the person’s words back to them. This restating helps them both feel heard and clarify what they mean. You can reflect words, emotions, or behaviors:

- I heard you say...
- You seem to be feeling passionate/confused/excited. Is that right?
- I noticed you chose to serve in this area. Can you tell me a little about that?

Summaries

Closing a reflection conversation can be quick while still checking in on their goals and service-mindedness. You can also use this time to help remove barriers or reframe situations.

- You mentioned _____ was important to you. Do you think you’ll continue volunteering?
- Thank you again for volunteering! It was so great to learn more about your ideas about _____.



Community Partner Directory

Use this list of nonprofits in Athens-Clarke County to start brainstorming what volunteer project you'd like to create! This list is not exhaustive, and we encourage you to continue exploring.

Name	Mission	Contact
Athens Area Homeless Shelter	Athens Area Homeless Shelter provides collaborative, comprehensive services to homeless individuals and families working toward sustainable independence. Volunteers at AAHS can provide a meal (served every night), spend time with kids, repair buildings and maintain lawns, or run a Supply Drive for necessities that support families in our community.	Olivia Amato (706) 354-0423 omato@helppathenshomeless.org
Athens Area Humane Society	We rescue and protect companion animals by providing for their wellbeing, uniting them with loving homes, and advocating for a compassionate society. AAHS has helped 1,077 pets find homes and spayed/neutered 5,205 pets.	(706) 769-9155 1030 Mitchell Bridge Road Athens, GA 30606
Athens Community Council on Aging	ACCA promotes a lifetime of wellness through engagement, advocacy, education and support. Volunteering includes meal deliveries, sharing a meal through the Lunch Buddy program, packing and delivering groceries, repairing homes, and tending the community garden. The local Meals on Wheels program is coordinated through ACCA.	Volunteer Enrollment
Athens-Clarke County Unified Government	Athens-Clarke County has many varied volunteer opportunities! Each of these locations have separate volunteer coordinators, and available volunteer opportunities may differ. <ul style="list-style-type: none">• Athens-Clarke County Animal Services• Bear Hollow Zoo• Hands on Athens – Restoring Historic Homes• Keep Athens-Clarke County Beautiful + Adopt-A-Highway• Lyndon House Arts Center• Teacher Reuse Store (CHaRM)• Rivers Alive – Statewide Annual River Cleanup• Sandy Creek Nature Center	GivePulse: Current ACC Volunteer Opportunities
Books for Keeps	Books for Keeps gives books to children whose reading opportunities outside of school might be otherwise limited due to geography, income, or other factors. Books for Keeps has donated over half a million books! Volunteer to staff the BFK book sale, assist with book distributions to local classrooms, and/or sort book donations in the warehouse. Book distribution days are typically in the summer for groups of 8-15, and warehouse sorting is available anytime of the year.	info@booksforkeeps.org



Community Partner Directory Continued

Name	Mission	Contact
Campus Kitchen	<p>Campus Kitchen runs a weekly food recovery and redistribution enterprise led by UGA student volunteers. Student leaders and volunteers together transform unused food from grocery stores and farms into meals and groceries that are delivered to older adults and human service agencies in Athens, Georgia.</p> <p>Volunteer for shifts individually or reserve a shift for maximum of 5 volunteers with 1+ month notice. Your organization can also promise to fulfill a need for Turkeypalooza every November.</p>	<p>Visit the Campus Kitchen Website.</p>
DIVAS Who Win Freedom Center	<p>DIVAS Who Win, helps women Develop Intentional Victory And Success through a safe place to get well, with opening a Freedom House for women to live while they transition, find wellness from addiction, or retire from the sex trade as their next goal, funded by the Freedom Boutique.</p>	<p>Volunteer by sorting clothes at the Freedom Boutique or staff special events.</p>
Extra-Special People	<p>Extra-Special People envisions a world where every person, of every ability, in every community has universal access to transformative experiences. ESP has many different programs including 360, Java Joy, and Hooray. Building in Friend Fridays to a workday is a great way to incorporate community work in the summer. ESP strives to have a 1:1 volunteer to participant ratio.</p>	<p>Main Office: (706) 769-9333 volunteer@espyouandme.org</p> <p>Volunteer Opportunities by Date</p>
Food Bank of Northeast Georgia	<p>This food bank works with over 200 distribution agencies in order to address hunger and end food insecurity by serving communities across our region, providing consistent access to nourishing food and relevant education. Volunteers can provide administrative support, deliver groceries to seniors, or sort food in their warehouse.</p>	<p>Review the Volunteer Handbook, then call (706)782-0780</p>
Friends of Brooklyn Cemetery	<p>Brooklyn Cemetery, behind what is now Clarke Central Middle School, was one of the first African American cemeteries in Athens, Georgia, established in 1882. Friends of the Cemetery clean the grounds, mark graves, and work to continue the work of a 25-year project in restoring the Cemetery.</p>	<p>Linda Davis Volunteer Form</p>



Community Partner Directory Continued



UGA Students serve at the Food Bank of Northeast Georgia during Dawg Day of Service, UGA's largest service event hosted by Engagement, Leadership, and Service with Serve UGA.

Name	Mission	Contact
Project Safe, Inc.	Project Safe is a 501 c3 nonprofit organization working to end domestic violence through crisis intervention, ongoing supportive services, systems change advocacy, and prevention and education. Project Safe's programs are funded through both donations, sponsors, and sales from the thrift store. You may volunteer at the thrift store organizing donations, or volunteering with childcare.	Volunteer Opportunities volunteer.projectsafe@gmail.com
UGArden	To build a community of students based on a sustainable food system. UGArden includes the medicinal herb garden, compost management, and multiple undergraduate and graduate student projects.	Volunteer Opportunities



UGA Resources

Involvement Network

Registered student organizations and some offices can submit events on the [Involvement Network](#)! Use these events to communicate expectations about your event, track participant RSVPs and attendance, and even send follow-up surveys.

Campus Reservations and Events

If you need a meeting place on campus, contact [Campus Reservations and Events](#) to explore spaces, prices, and setup options that work best for your event.

Engagement, Leadership, and Service

Please contact our office at ugaels@uga.edu or visit in Tate Student Center 102! We are happy to talk through your plans for a day of service and share resources that might benefit your event planning and success.