



# SERVICE PROJECTS



## PURPOSE

Volunteering is hours of dedicated engagement without personal fiscal compensation, and it leads to feelings of being meaningful and impactful. Service – whether it is called “community activism” or “volunteerism” or “hero hours” – fills voids in a community. Service is one of the three words denoted on the national FBLA-PBL crest. It allows people to think beyond ourselves, to find community needs, and to develop strong relations. Community service and engagement is the foundation upon which our country is built. Giving back to the community, supporting noble causes, and making financial contributions enhance our society.

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## SUGGESTIONS?

Please email [activities@missourifbla.org](mailto:activities@missourifbla.org) to suggest an edit to this document or to add an item for the next version. Please include the name of the specific guide and/or sub-section in the email heading and body. Missouri FBLA-PBL appreciates the input!

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## DOCUMENTATION

Even if one does not desire to complete a recognition program, it is vital to consider having a document, spreadsheet, or database to describe the event. It will help a person remember what was done, when, for what, with whom, their contact information, and for how long. In terms of personal development, having everything in one place allows one to see their growth and quantifiable interest. For recognition and documentation programs, follow the links below:

[https://en.wikipedia.org/wiki/List\\_of\\_volunteer\\_awards](https://en.wikipedia.org/wiki/List_of_volunteer_awards).

### **COMMUNITY SERVICE AWARD (CSA) -- FBLA only**

Started in 2013-14 to have members “step-up to the challenge,” this national program for FBLA members is designed to recognize those who exceeded their civil responsibility by giving back their time to the community. There are three levels: Community (50 hours), Service (200 hours), and Achievement (500 hours). (Fun fact: there were originally four levels to mirror the names of the BAA tiers.) Recognition is given at the local level for the Community and Service levels. The Achievement level is awarded at the National Leadership Conference each summer. More information about this program can be found on the national website: <http://www.fbla-pbl.org/fbla/membership-benefits/awards/community-service-awards>.



### **COMMUNITY SERVICE PROJECT (Competitive Event) -- FBLA, ML, & PBL**

Chapter who are interested in showcasing their volunteerism or service learning efforts should consider this chapter event. It works best if the service was completed in the fall semester. The national and state websites have information regarding the content and format for each division.

### **PRESIDENT'S HIGHER EDUCATION COMMUNITY SERVICE HONOR ROLL**

Many colleges in Missouri have earned this recognition through their commitment to their respected communities. High school students can consider being involved in service projects at these wonderful institutions:

<https://www.nationalservice.gov/sites/default/files/documents/Honor%20Roll%202015%20General%20Category.pdf>.

### **PRESIDENT'S VOLUNTEER SERVICE AWARD (PVSA)**

Another program from the CNCS, hours are measured over a 12-month period and awards are designated based on cumulative hours. The awards are offered in multiple levels and are designed to recognize each milestone of your service achievement. Levels include bronze, silver, gold, and the highest honor, the President's Lifetime Achievement Award for those who contribute more than 4,000 hours of service in their lifetime. Service must be with an approved Certifying Organization that is legally established in the United States, the Commonwealth of Puerto Rico or one of the U.S. territories.

<https://www.presidentialserviceawards.gov>

## NATIONAL SERVICE PARTNER: MARCH OF DIMES



FBLA-PBL is the student organization that raises the most money for the March of Dimes every year. The March of Dimes recognizes November as Prematurity Awareness Month and November 17 as Prematurity Awareness Day. The official color of the March of Dimes is purple. Many schools have done events to benefit the March of Dimes. If an event requires more funding than what a local chapter has available, the March of Dimes offer grants worth \$1k to help as

well. (State chapters can apply for a grant worth \$2.5k.) For more information, click the links: [go.fbla.org/MoD](http://go.fbla.org/MoD), [MarchOfDimes.org](http://MarchOfDimes.org), and [NacerSano.org](http://NacerSano.org).

- Collect pregnancy supplies
- Drop change into baby bottles to donate at reserved tables, in assigned classrooms, or in designated offices
- Host a Penny War or Dime War
- Invite a March of Dimes Representative to speak
- Invite someone whose had a premature baby to speak
- Reserve a table to inform the public about the March of Dimes
- Sell root beer for babies or another knick-knack item
- Share prematurity statistics on social media outlets
- Host March for Babies Walk
- Wear purple to a sporting event
- Be punny holding an event in March

## STATE SERVICE PROJECTS

Missouri FBLA-PBL has several key ways members can make positive contributions to society. Participation in these activities counts for the Chapter of the Year program and for recognition at SLC. Here is the link to the Missouri FBLA-PBL State Project form: <https://mofbla.wufoo.com/forms/z1r1if0I0b51obs>.

### CONNECT FOR CHILDREN & CAMP QUALITY

Camp Quality is a children's family cancer charity, aimed at providing support, experiences, and companionship for children with cancer and their families. Starting in 2015-16, Missouri FBLA-PBL State Officers expanded this program by encouraging chapters to work with children's hospitals to provide physical and financial support for children in long-term care.

- Adopt-a-Child or -Family for Christmas
- Donate toys to children's hospital and play with the children
- Host a Princess Party (and donate the profits)
- Participate in Up 'till Dawn by St. Jude's Children's Hospital
- Visit a children's hospital to play games or to deliver get-well cards
- \_\_\_\_\_
- \_\_\_\_\_

### DOLLARS FOR DISASTERS

Originally known as Rooting for Joplin, this project was created in response to the devastating May 2011 tornado that struck Joplin, Missouri. Missouri FBLA-PBL

replanted 10% of the trees destroyed in the tornado. The project was transformed into Dollars for Disasters, a financial reserve account held by Missouri FBLA-PBL to fund chapters in the event of natural or man-made disasters. These chapters can continue to function with financial support and be a constant for students in the community. Note that this is funds to aide a chapter -- not funds for a chapter. Donation checks are sent to P.O. Box 480, Jefferson City, MO 65102.

### **SHOW ME HUNGER: UNITE THE FIGHT**

Have too many canned beans? Don't like those carrots? Plastic cups spilling out of the cabinets? Food poverty, undernourishment, and hunger are problems faced by many communities across Missouri. It particularly impacts students because it diverts their attention and decreases the amount of information learned. Moreover, some communities do not have access to healthy, fresh, and sustainable foods without assistance from their respected food banks. Chapters are asked to track their pounds of food collected or donations contributed in order to help make Missouri a leading state in food bank programs. Event name variations include "Fixin' Kitchen" and "Empty Bowls."

- Collect non-perishable goods
- Donate money (to help the pantries to buy products at better-than-retail prices)
- Invite a representative from the area food bank to speak to members
- Reserve a table to inform the public on malnutrition
- Serve food at the local soup kitchen
- Set-up satellite donation locations at area grocers or municipal buildings (*Tip: make sure the box is identifiable and informative.*)
- Share statistics about food poverty on social media
- Trick-or-treat for food during Halloween
- \_\_\_\_\_
- \_\_\_\_\_

#### *Food Entities*

- Feeding America || <https://www.feedingamerica.org>
- Feeding Missouri || <http://feedingmissouri.org>
- Food Banks Network || <https://www.foodbanks.net/images/foodBanks.png>
- Food Bank of Central and Northeast Missouri || <https://sharefoodbringhope.org>
- Give and Partake || <https://www.givepartake.com>
- Ozark Food Harvest || <https://ozarksfoodharvest.org>
- Second Harvest Community Food Bank || <https://www.shcfb.org>
- St. Louis Area Food Bank || <https://stlfoodbank.org>
- Southeast Missouri Food Bank || <https://www.semofoodbank.org>
- Take Root Café || <https://www.takerootkirksville.org>

## ANIMAL PROJECTS

Man's best friend always finds a to warm hearts – and the same can be said for the feline friends. Thus, it is important to give time and love to the creatures that give us so much of theirs.

### ANIMAL SHELTERS

The area animal shelter, pet adoption center, or local Humane Society (<http://hsmo.org>) regularly need help cleaning cages, walking animals, and washing pets. Other tasks vary by day, location, and needs of the shelter.



### FESTIVE FURRY FOTOS

For everyone in your life that needs his or her pet(s) on the Christmas card or for the friends who take their four-legged companion on adventures, chapters can partner with an animal shelter, veterinary clinic, pet hospital, or animal rescue so that there are staff who are trained with the animals while people may take photos with Santa Claus, the Easter Bunny, Uncle Sam, or another holiday icon. Participants may bring their own pets or take pictures with animals seeking homes. It does not hurt to make an Instagram cut-out with prop box for more self-expressive and creative moments.

### HOMEMADE DOG TOYS

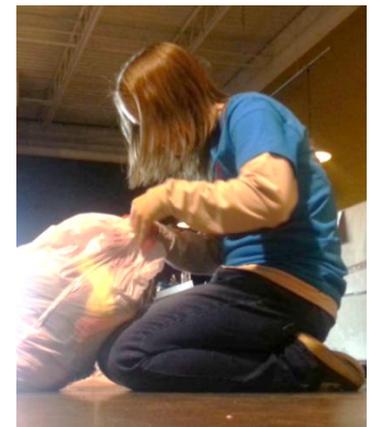
Dogs are notorious for chewing on anything and everything. Old clothing, towels, or small blankets can be cut and tied into chew toys. If a member can crochet, then s/he could make a knotted ball for the dogs. The tighter the knots, the better.

### RENT-A-PUPPY

Other names include Pet-A-Puppy, PBL Puppies, FBLA Furry Friends, and Fuzzy Fest. It is very easy to be paw-sitive around furry friends. This charitable fundraiser allows people to pet or play with a possible pet for x-amount of time. It is important to have an enclosed space so that the animals do not run too far if let loose or alone. Another benefit of this event is adoption of local pets. Furthermore, one shelter took advantage of the initial Pokémon Go craze by offering pets to walk so adults would feel less self-conscious walking around public areas with their phones in a virtual world. That one strategic move incentive was the most successful in recent memory for the shelter.

## DONATION PROJECTS

People, charities, and public service organization are in constant need of supplies. For instance, “don't dump and donate” allows university residents to give away gently new or used items by having boxes by the hall desk. Also, twelve (12) Days of Giving is perfect for the winter holidays. Chapters can get community involved by placing boxes at community centers or local places of worship. To ensure donations are not damaged when left in an



unmonitored pick-up location (i.e. drop box), put clean (washed) items in plastic bags tied tightly or in another weather- and bug-protected container. For additional interest in supply drives, here are some variations to consider.

- Blankets (for homeless shelters)
- Blood || [American Red Cross](#)
- Bone Marrow || [Be The Match](#)
- Books
- Business Attire (also resell and donate profits)
- Canned Food
- Cleaning Supplies
- Clothes
- Games and “Toys for Tots”
- Hair || [St. Baldrick’s](#) || [Locks of Love](#)
- Hygiene Products || [Giving the Basics](#)
- Money (spare change, loose coins, penny war, etc.)
- Paper Products
- Pet Care (including chew toys, collars, blankets, food, and laundry detergent)
- Pregnancy and/or Baby Supplies
- Winter Apparel (coats, gloves, etc.)
- \_\_\_\_\_
- \_\_\_\_\_

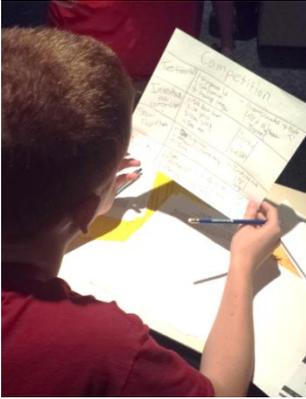
### **HOMEROOM CHALLENGE**

Variations include competing between grades, department, and other organizations. Homerooms could compete for bragging rights (and possibly a prize). Tally up points for items brought to homeroom every morning. Points vary per item. Ramen noodles would be worth less than canned green beans for example. Boxes need to be in plentiful supply. Note that canned goods get heavy quickly. Once more, leader boards allow participants to know their rankings. For a low-risk, high-return route, consider partnering with another chapter (ML, FBLA, or PBL) for a friendly competition. The losing chapter may owe the winning chapter a pizza party, or the winning chapter may receive the chance to throw shaving cream pies at the losing chapter, for instance.

### **TRICK-OR-TREAT FOR ITEMS**

Halloween or dates surrounding October 31, many young children ask for candy in local communities. It is also the chance to trick-or-treat for the supplies – very commonly for canned goods. First, make sure that another organization is not doing the same thing. It would be rude to be asked twice on the same night to donate to the same organization by two different groups. Next, ask your membership to sign up either on paper or electronically to participate. Ask them also if they have a car that they are willing to use to help store and deliver the donations. Three to five days before, send a reminder to members about the event as well as the night. The reminder should include the meeting spot, who is riding with whom, and the ending spot. Decide whether or not to gather all the donations that night or to bring them to school the following day to store until able someone is able to bring them to the local food pantry. Groups of 2-3 people to go house to house together. More groups means more homes visited which means more potential donations. Materials needed are bags (preferably something more durable than plastic) and a vehicle. If you would like to make signs for the students to present or wear as a costume, a fun thought is to wear costumes or sandwich boards to help communicate the message. If people cannot donate at that time, have brochures, fliers, or contact information for the donation location available to give to the household.

## EDUCATION PROJECTS



School administration typically knows when events will be held, if the organizers would like a second set of hands, and who to contact if so. Elementary and middle school teachers know which students need tutoring and which students are in an after-school program. College students may visit middle schools and high schools as well. Although educators always appreciate aide, it is best when the assistance is coming in advance.

### TEACHER'S AIDE or LIBRARY AIDE

Teachers and librarians need help throughout the day, and students can serve as their classroom aides. This experience can translate to a paid job on-campus because professors are also looking for help as well.

#### *Teacher's Aide*

- Running copies
- Updating bulletin boards
- Organizing textbooks
- Grading homework
- Inputting grades
- Cleaning desks
- Washing boards
- \_\_\_\_\_
- \_\_\_\_\_

#### *Library Aide*

- Running copies
- Updating bulletin boards
- Organizing shelves
- Rebinding books
- Improving others' literacy
- Finding research materials
- Keeping people quiet
- \_\_\_\_\_
- \_\_\_\_\_

### A+ TUTORING

Many high schools have the A+ Program: [dhe.mo.gov/ppc/grants/aplusscholarship.php](http://dhe.mo.gov/ppc/grants/aplusscholarship.php). It allows students to receive considerable tuition discounts at two-year higher education institutions and smaller scholarships at four-year institutions. Ask school counselor for more information about school's specific procedures for the program. These tutoring hours can count toward the FBLA Community Service Award (CSA). Not to double dip: tutoring one two-hour session for a business class that counts for CSA and A+ doesn't equate to 4 service hours.

#### *Education Entities*

- Autism Speaks || <https://www.autismspeaks.org>
- Literacy Kansas City || <http://literacykc.org>
- Literacy Roundtable || <http://www.literacyroundtable.org>
- Missouri Families for Effective Autism Treatment || <http://mo-feat.org>
- National Autism Association || <http://nationalautismassociation.org>
- Teach for America || <https://www.teachforamerica.org>
- Teach Kansas City || <http://kcteach.org>
- \_\_\_\_\_
- \_\_\_\_\_

## GREEN (ENVIRONMENTAL) PROJECTS

Being environmentally friendly today helps to ensure that tomorrow's generation has the resources to live. Reducing, reusing, and recycling send less waste to landfills which also influence the environment. The local area of conservation office would have knowledge about more environmental incentives in the area, and sometimes it is as simple as having an info table on trimming waste that can lead to a more vibrant tomorrow.

### ADOPT-A-STREET or HIGHWAY or PARK

Organizations can adopt a section of road to maintain its aesthetics, sanitation, and cleanliness. It also helps the animals so they do not choke or get sick from litter. It is important to do it often, to wear reflective vests, and to not walk in the middle of the road. Inform the participants before starting about the illegal dumping and that they may have to carry the trash collected back to the beginning. An alternative name is StrEAT Clean-Up for which members pick collect debris before going out to eat a local restaurant. To get started, contact the local municipal department for more information regarding safety and possible paperwork.



### COMPOSTING

Using leftover food from breakfast, lunch, and/or dinner, one can create a lot of compost or bio-diesel. For universities with bio-diesel programs, the fuel gets used in some of the vehicles and machinery. Compost allows for things that are biodegradable to become dirt again. Chapters can ask bakeries, restaurants, and grocers to separate expired or unwanted food for pick-up every x-amount of days. This soil can be used at school or donated to a park, community garden, local farmer, or urban farmers.

### PARK MAINTENANCE

Did you know that parks themselves lower crime rate in towns? That's because being around nature naturally calms people. The kicker is that they must be maintained otherwise it attracts dangerous activities. Some cities are creating evening or night time programs (i.e. movie nights, glow events, early runners, etc.) to deter less than savory activities from occurring. Chapters can also create or restore park buildings, benches, and play areas in addition to planting indigenous plants. Contact your local parks department about other ways to be involved.

### Outdoor Resources

- Columbia Parks & Recreation || <https://www.como.gov/parksandrec>
- Forest Park Forever || <https://www.forestparkforever.org>
- Kansas City Parks & Recreation || <https://kcparks.org> || <http://kcmo.gov/parks>
- Missouri Parks & Recreation Association || <https://www.mopark.org>
- US. National Park Service || <https://www.nps.gov/state/mo/index.htm>
- Springfield Parks & Trails || [parkboard.org](http://parkboard.org) || [springfieldmo.org/parks-and-trails](http://springfieldmo.org/parks-and-trails)
- St. Louis Parks & Recreation || <https://www.stlouisco.com/Parks-and-Recreation>
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### PLANT VEGETATION

Younger trees produce more oxygen while older trees provide more shade which keeps more moisture in the ground. Furthermore, plants allow the soil not to erode during a heavy rain or flooding. One should plant vegetation that is native to the area to avoid having an invasive species spread. A similar idea is to start or maintain a community garden. Some cities domestic and abroad have started using moss walls to filter air and convert carbon dioxide into oxygen. According to the World Economic Forum, Mexico City, Mexico, has hosted plants in special felt pockets made of recycled plastics for vertical gardens called “Via Verde” or “Green Way” around highway pillars.

### RECYCLING PROGRAM

Many places recycle paper, plastic, cardboard, and aluminum cans. Each item normally has its own separate bin. Make sure bottles, cans, and cartons are empty, clean and dry before donating. Typically, pick-up arrangements can be arranged whether from a company or by a member willing to drop the items off. Moreover, IT offices are the best place to house a donation box for old electronics. Professionals can make something new from the old parts. These items in landfills can also be harmful to the soil and to the animals that roam there.

An alternative to recycling paper is to reuse shredded paper as animal matting for cat litter, hamster cages, and chicken houses. It can be used for tissue paper, Easter grass, and moving boxes. If paper is only printed on one side, it can be cut into quarters or eighths to be made into notepads by stapling the top or hot-gluing an edge. Lastly, newspapers, especially the comics, can be used as wrapping paper -- preferably after it has been read!

### WASTE REDUCTION

Anything that can be reduced, reused, (recycled,) or re-purposed reduces the amount of waste sent to landfills which has limited space. Many items sent there take years to decompose: milk cartons, 5; tin cans, 50; and plastic bottles, 450. Going paperless by turning in assignments digitally are building a lending library are other proactive steps. Schools can also incorporate waste reduction into the curriculum: cooking in home economics, standard deviation for daily food waste at school, local ecosystem in biology

class, write a research paper on environmental issue(s), and the cost of managing waste in business classes.

### *Environmental or Green Agencies*

- Air Quality Kansas City || <http://airqkc.org>
- American Rivers || <https://www.americanrivers.org>
- Blue Jeans Go Green Program || <https://bluejeansgogreen.org>
- Cornucopia Institute || <http://www.cornucopia.org>
- Earth Policy Institute || <http://www.earth-policy.org>
- Environment Missouri || <https://environmentmissouri.org>
- Great Rivers Environmental Law Center || <https://greatriverslaw.org>
- Greenpeace International || <https://www.greenpeace.org/international>
- Missouri Recycling Association || <http://www.mora.org>
- Natural Resources Defense Council || <http://www.nrdc.org>
- No MOrE Trash || <http://www.nomoretrash.org>
- Organic Seed Alliance || <https://seedalliance.org>
- Recycle Spot (KC) || <http://www.recyclespot.org>
- The Nature Conservancy || <https://www.nature.org/en-us>
- The Trust for Public Land || <https://www.tpl.org>
- Western Seed Association || <https://www.westernseed.org>
- World Wildlife Fund || <https://www.worldwildlife.org>

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## **HEALTH PROJECTS**

Doing health service projects exceeds alleviating food poverty (see the State Service Project for details), eating right, and being fit. It encompasses being physically able to take care of one's self and of one's community. It includes overcoming addiction, free on-site testing, nutrition rallies, and many other ways. When advocating for a healthier lifestyle, never pressure someone into it. Better results are made when people decide for themselves to make and to be the change.

### *Charitable Disease-Fighting Entities*

- Alex's Lemonade Stand || <https://www.alexlemonade.org>
- Alzheimer's Association || <https://alz.org>
- American Cancer Society || <https://www.cancer.org> || <https://www.fightcancer.org>
- American Diabetes Association || <http://www.diabetes.org>
- American Heart Association || <https://www.heart.org>
- Camp Quality || <http://www.campqualityusa.org>
- Feeding America || <http://www.feedingamerica.org>
- i-ROK Foundation || <http://www.i-rokfoundation.org>
- Leukemia & Lymphoma Society || <http://www.lls.org>
- Love Your Melon || <https://www.loveyourmelon.com>
- Make-A-Wish Foundation || <http://mo.wish.org>
- Movember || <https://us.movember.com>

- St. Jude Up 'till Dawn and Helping Hands || <https://www.stjude.org>
- Relay for Life || <https://www.cancer.org/involved/fundraise/relay-for-life.html>
- Ronald McDonald House || <https://www.rmhc.org>

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*Charitable Health-Focused Entities*

- Alliance for a Healthier Generation || <http://https://www.healthiergeneration.org>
- Doctors Without Borders || <https://www.doctorswithoutborders.org>
- Fitness Without Borders || <http://www.fitnesswithoutborders.org>
- Go Baby Go! || <yourcpf.org/cpproduct/go-baby-go-the-ultimate-toy-hack>
- Healthy Lifestyle for Youth || <http://healthylifestyleforyouth.org>
- Lions Club Recycle for Sight || <missourilions.org/lions-in-action/eye-glass-mission>
- Missouri Foundation for Health || <https://mffh.org>
- National Farm to School Network || <http://www.farmtoschool.org>
- Partnership for a Healthier America || <http://www.ahealthieramerica.org>

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**SUICIDE PREVENTION**

Suicide is the leading cause of death among teenagers. (Traffic accidents are the second highest cause.) Depressive states during childhood increases the likelihood that the person will have symptoms in adulthood. Depression during pregnancy moreover increases the likelihood that the child will suffer from depression during his or her life. Help students take charge of their mental health so they can live more enjoyable lives.

*Suicide Prevention and Help Entities*

- American Academy of Child & Adolescent Psychiatry || <https://aacap.org>
- American Foundation for Suicide Prevention || <https://afsp.org>
- Project Semicolon || <https://projectsemicolon.com>
- Suicide Prevention Lifeline || <https://suicidepreventionlifeline.org> || 800-273-8255
- Suicide Prevention Resource Center || <http://sprc.org>
- Talk2Me (Western Missouri Medical Center) || <https://wmmc.com/talk2me>

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## HUMANITARIAN PROJECTS

Humanitarian projects are meant to better our relationships with our colleagues. It is those interactions that make life enjoyable and full of opportunities. That said, the lack or limitations of personable interactions may lead to serious societal issues. Taking care of others emotionally and mentally decreases the effects of depression along with providing the world with better people to alleviate more global issues.

### *Humanitarian Entities by Topic*

- Bullying || Random Acts of Kindness || <https://www.randomactsofkindness.org>
- Cyber Safety || Breck Foundation || <http://www.breckfoundation.org>
- Domestic Violence || Domestic Shelters || <https://www.domesticshelters.org>
- Domestic Violence || National Coalition Against Domestic Violence || [ncadv.org](http://ncadv.org)
- Domestic Violence || National Hotline || <https://www.thehotline.org>
- Domestic Violence || One Love Foundation || [behindthepost.org](http://behindthepost.org) || [joinonelove.org](http://joinonelove.org)
- Elderly Care || Hospice || <https://mohospice.org> || <https://kchospice.org>
- Homelessness || <https://endhomelessness.org> || <http://nationalhomeless.org>
- Homelessness || Habitat for Humanity || <https://www.habitat.org>
- Homelessness || Homeless Connect || <https://www.projecthomelessconnect.org>
- Legal || Court Appointed Special Advocate || <http://www.mocasa.org>
- Orphanage || Lumos || <https://www.wearelumos.org>
- Peace || Amnesty International || <https://www.amnesty.org/en>
- Peace || MLK Challenge || [MLKDay.gov](http://MLKDay.gov)
- Peace || United Nations Association of Kansas City || <https://www.una-kc.org>
- Resources || Goodwill || <https://mokangoodwill.org> || <https://mersgoodwill.org>
- Resources || Help Me Now (NW MO & NE KS) || <http://helpmenow.org>
- Resources || Salvation Army || <https://www.salvationarmy.org>
- Traffic Safety || Act Out Loud || [actoutloud.org](http://actoutloud.org)
- Youth || Boys and Girls Club || <https://www.bgca.org>
- Youth || UN International Children's Emergency Fund || <https://www.unicef.org>
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### **BIG EVENT**

It is a simple name, but it makes its point. A SERVE Center at a Missouri university motivates over 1,000 of its students to dedicate at least four (4) hours of the day (normally the first weekend in April) to serving the elderly, churches, and nonprofits in the small city. Whole organizations -send their members to location(s) to complete predetermined task(s) like raking leaves, painting walls, stuffing buddy packs, etc. Once released by the aide requester, participants either text a number saying that they are done, or a (sub)group representative returns to the registration table to let them know the task(s) was completed.

### **ELDERLY INVOLVEMENT**

Don't let the ones with the most wisdom and stories feel forgotten or abandoned by society. Nursing home visits should be geared around them feeling valued, that youngsters are still interested in what they have to say. Not all elderly folks are incapable of

performing daily tasks, so never assume to do something without asking. They do not want their capabilities nor their wits questioned. As a courtesy, gauge your speaking volume and speed so that the nursing home resident may understand. Once more, do an activity with them or serve them food. Many of them do really enjoy bingo. For a change of pace, have them sit around a large table holding foam swords to hit balloons around. A group of students can deliver Valentine cards or teach computer skills to those who want to keep in touch with their grandchildren. Treat the ladies special so they feel beautiful by providing free manicures and pedicures. Another successful community incentive seen in parts of the state is combining elderly events with toddler events. It helps some of them feel young at heart.

## MILITARY PROJECTS

Service men and women require service too. There are many ways to honor those men and women who gave or continue to give us freedom. Members may play games with them, talk to them about their lives, send holiday cards, adopt a soldier for the holidays, and/or mail care packages, or let them decide if they would like to share war stories while on a veterans home visit. A chapter can also hold a recognition or gratitude dinner for the military personnel and veterans in the community. Pictured is the resting place of a Missouri WWII soldier in Normandy, France.



### *Military-Focused Entities*

- American Legion || <https://www.legion.org>
- Disabled American Veterans || <https://www.dav.org>
- Honor Flight || <https://centralmissourihonorflight.com>
- Ladies' Auxiliary || <https://vfwauxiliary.org> || <http://movfwaux.org>
- Missouri's National Veterans Memorial || <https://www.mnvmfund.org>
- National Veterans Cemetery || [www.cem.va.gov](http://www.cem.va.gov) || [mvc.dps.mo.gov/cemeteries](http://mvc.dps.mo.gov/cemeteries)
- Operation Gratitude || <https://www.operationgratitude.com>
- Operation Shoebox || <http://www.operationshoebox.com>
- Veterans Affairs || <http://www.va.gov> || <https://mvc.dps.mo.gov>
- Veterans of Foreign Wars || <http://www.vfw.org> || <http://vfwmo.org>
- World War I Museum & Liberty Memorial || <https://www.theworldwar.org>
- Wounded Warrior || <https://www.woundedwarriorproject.org> || <http://stlwsf.org>
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- \_\_\_\_\_

## PHILANTHROPY (MONETARY) PROJECTS

Usually pictured in conjunction with large sums of charitable giving, philanthropy sees the most success for the small contributions from the regular people. That fact speaks volumes for the people who silently donate their loose change every winter.

Anthropologist Margaret Mead once said, “Never doubt that a small group of thoughtful, committed citizens can change the world. Indeed, it is the only thing that ever has.”

When collecting monetary donations, be sure to have facts about the organization and about the community ailment at the ready. People like to know where their money is going -- and if it is tax deductible. If collecting money, designing appropriate money containers is recommended because it adds to the theme.

### GIVING TUESDAY

Thanksgiving, Black Friday, Small Business Saturday, Cyber Monday, Giving Tuesday, oh my! Giving Tuesday is the first Tuesday after Thanksgiving, and it is used to promote donations to charitable entities over the holidays. Funds are used to keep operations and programs going in order to fulfill its philanthropic mission. Chapters can partner with charitable entities to promote its cause, collect donations, and spread awareness.

## WINTER PROJECTS



Winter, especially before Christmas, is the prime time for donations and service. Chapters can adopt-a-family, make knotted blankets or pillows, shovel snow, ring bells with the Salvation Army in front of retail stores, bake food for homeless shelters, create “Happy Holidays” cards for soldiers, hang festive lights, and recycle wrapping paper among other creative endeavors.

## FURTHER READING

Although community service may feel like a small town endeavor, the research and resources are not. Many people have taken the time to better understand these agents of good and acts of humility. Volunteerism is common in the United States because it appears to be required to gain access to college or to a job. Outside of the USA, research has seen a relationship with Christianity in Spain and a focus on professional development in France. No matter the location though, data suggests that the longevity of a volunteer life-cycle correlates with a focus on others (versus what the volunteer takes out of the experience).

*Key Terminology* (Dictionary.com, BusinessDictionary.com, & FreeDictionary.com)

- 501(c)3: A section of the USA Internal Revenue Code governing the status of several different kinds of non-profit organizations. In general, organizations registered under 501(c) are exempt from federal taxation and, in some cases, contributions and donations made to them are also tax exempt.
- Altruism: the principle of unselfish concern for or devotion to the welfare of others.
- Board of Directors:
- Board of Trustees:
- Charity: a benevolent fund, foundation, or institution.
- Community Service: Services volunteered by individuals or an organization to benefit a community or its institutions.
- Foundation:
- Non-Governmental Organization (NGO): Private sector, voluntary (and usually non-profit and non-sectarian) organization that contributes to, or participates in, cooperation projects, education, training or other humanitarian, progressive, or watchdog activities.
- Non Profit Organization (NPO): Associations, charities, cooperatives, and other voluntary organizations formed to further cultural, educational, religious, professional, or public service objectives. Their start-up funding is provided by their members, trustees, or others who do not expect repayment, and who do not share in the organization's profits or losses which are retained or absorbed.
- Not-For-Profit: synonym for NPO.
- Philanthropy: A Greek term which directly translated means "love of mankind," philanthropy is an idea, event, or action that is done to better humanity and usually involves some sacrifice as opposed to being done for a profit motive.
- Third Sector: described by Jim Joseph (President, Council On Foundations) as "an intermediary space between business and government where private energy can be deployed for public good."
- Voluntarism: any theory that regards will as the fundamental agency or principle of voluntary action, in metaphysics, epistemology, or psychology.
- Volunteer: A person that that actively takes on a task, responsibility, or project on his or her own accord without needing to be assigned, ordered, or told to do so. Often a volunteer is not paid for the work that they provide.

### Additional Resources

- *more ideas* [blog.prepscholar.com/129-examples-of-community-service-projects](http://blog.prepscholar.com/129-examples-of-community-service-projects)
- All for Good || <https://www.allforgood.org>
- AmeriCorps || <https://www.usa.gov/federal-agencies/ameriCorps>
- Charity Navigator || <https://www.charitynavigator.org>
- Community Foundation of Central Missouri || <https://comogives.com>
- Corporation for National & Community Service (CNCS) || <https://www.nationalservice.gov> || 800-942-2677 || [info@cns.gov](mailto:info@cns.gov)
- Givable (STL) || <https://givable.org>
- GiveWell || [givewell.org](http://givewell.org)
- Great NonProfits || <https://greatnonprofits.org>
- GuideStar || <https://www.guidestar.org>
- International Journal of Nonprofit and Voluntary Sector Marketing || <https://onlinelibrary.wiley.com/journal/1479103X>
- International Society for Third Sector Research || <https://www.istr.org>
- Journal of Nonprofit Education and Leadership || <https://js.sagamorepub.com/jnel>
- JustServe || <https://www.justserve.org>
- Michigan Journal of Community Service Learning || [quod.lib.umich.edu/m/mjcs/](http://quod.lib.umich.edu/m/mjcs/)
- Missouri Community Service Commission (MCSC) || <https://www.movolunteers.org> || 573-751-7488 || [mcsc@ded.mo.gov](mailto:mcsc@ded.mo.gov) || <https://ded.mo.gov/content/missouri-celebrates-service-and-volunteerism>
- National Council of Nonprofits || <https://www.councilofnonprofits.org>
- Nonprofit Connect (KC) || <https://www.npconnect.org>
- Nonprofit Missouri || <https://nonprofitmissouri.org>
- Philanthropedia || <http://www.myphilanthropedia.org>
- Senior Corps || <http://www.seniorcorps.org>
- Serious Leisure || <https://www.seriousleisure.net>
- The Almanac of American Philanthropy (Karl Zinsmeister at The Philanthropy Roundtable) || <https://www.philanthropyroundtable.org>
- The Service Industries Journal || <https://www.tandfonline.com/loi/fsij20>
- Voluntas: International Journal of Voluntary and Nonprofit Organizations || <https://www.jstor.org/journal/voluntas>
- VolunteerMatch || <https://www.volunteermatch.org>
- What Makes a Hero?: The Surprising Science of Selflessness (E. Svoboda)
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- \_\_\_\_\_

### Service Learning

- [www.unr.edu/service-learning/faculty/service-learning-designation-requirements](http://www.unr.edu/service-learning/faculty/service-learning-designation-requirements)
- <https://www.aacps.org/Page/2304>
- <http://www.cps.edu/ServiceLearning/Pages/Guidelines.aspx>
- [https://www.tn.gov/content/dam/tn/education/ccte/wbl/wbl\\_sl\\_reqs\\_quick\\_ref.pdf](https://www.tn.gov/content/dam/tn/education/ccte/wbl/wbl_sl_reqs_quick_ref.pdf)
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- \_\_\_\_\_

## EVENT PLANNING STEPS

All service projects take time to plan and to coordinate. This is also a special skill to take forward for students interested in working with large volumes of people. It seems easy at first, but there are always ways to improve upon activities and little things that sneak up. Thus, committees are often times utilized to bring events to life through defining objectives, ensuring quality, and involving the membership. Below are some rules of thumb.

### BRAINSTORMING

When ideas fail to conjure themselves, google “service projects for teens,” find Facebook pages for student affairs, or check community bulletin boards for ideas. Also, JustServe and VolunteerMatch are online accounts dedicated to helping people find ways to give back to their communities.

### PLANNING

Start planning early. Plan the planning so the plan goes according to plan. A plan is never plain. One step is to know the demographic. They know what they want. Setting a goal can further help keep a chapter on track for the event. Lastly, other organizations can partner with the chapter to provide their skills and presence. Planning includes materials, time, space, duration, advertising, food, beverage, news release (when applicable) just to name a few parts.

### WORKING WITH PEOPLE’S SKILLS

Event planners are often planning the gathering with other people. What do they know? What are their career aspirations? How can you help them help you? By giving people tasks that they are comfortable executing or interested in trying, more investment and thought is given for a more quality program. This is where the event committee needs to understand who has what tasks, when are deadlines, and the expectations of execution.



### NAMING THE PROJECT

Names, like first impressions, should be memorable. Giving a name works, but with many groups doing or have done the same things, it is nice to offer something catchy such as “StrEAT Clean-Up” for collecting trash along the road before dinner.

### TWO WEEKS OUT

Everything should be planned at least two weeks in advance for small events so to advertise the event to members or to the public. You might realize that events need to be more or less completely planned more in advance. Two weeks is a good starting point. Before this point, the event chair, president, or designated person should have been monitoring progress and maintaining communication with other parties. Finally, risks are accessed.

## **SOCIAL MEDIA ENGAGEMENT**

Social media is a great way to build hype and spread the word. Encourage participants to share the information and to invite their friends. Other methods to utilize social media include Facebook events, Facebook live, Twitter polls, Snapchat stories, and Instagram stories.

## **SPREADING THE WORD**

Other ways to spread the word is to write an article for the school or local newspaper, make an announcement over the PSA, post fliers in local establishments, send emails, and contact the local radio station.

## **SCHOOL AND COMMUNITY SUPPORT**

It is important to have school and community support. First, they help with publicity whether it is simple word of mouth or displaying a poster. They also can assist with your charity(s) or your chapter financially or with their time too. This all starts building good rapport with them so it becomes easier to ask them for future assistance. It also makes the organization a part of their lives. The most important thing to remember is to keep them informed. Please don't spam them with emails though.

## **PREPARATION**

Location and layout are carefully chosen. Lists are made. Items are bought in advance and brought to the venue. People are assigned tasks to do, such as tables, decoration, fruit trays, until the event starts. Having to-do lists ensures all tasks are completed.

## **BUFFER TIME**

Aside from deadlines, always plan extra time for set-up and pick up. It gives you plenty of time to prepare mentally and physically for the event. It can also permit doors to open early or to allow the event to run over time some.

## **DECORATION**

Decorations make the event more fun, inviting, and memorable. They should be appropriate for the type of event and audience. Some of the most creative ideas include donut walls, sombreros as lights, and even balloon art.

## **CUE TO START**

Sometimes people don't know when to start paying attention. Typically, this occurs when people arrive early and chat with their friends. It helps having music play in the background. When it stops, members know the event or meeting will soon commence.

## **TAKING NOTES (FEEDBACK)**

Thoughts will cross your mind throughout the event. Some are highlights, lowlights, and suggestions. To avoid forgetting them, keep a notepad and pen ready for jot down the ideas. Text drafts on phones work fine, but phone usage during an event is normally discouraged. At the end, participants can offer ways to improve the event too.



## EVENT EXECUTION TIMELINE

The more time given to a project normally leads to higher quality and overall enjoyment. The timeline is subjective depending on how timely tasks are done. For example, hosting a corn maze takes over a year of careful planning to execute while a game night might take a week from conception to clean-up. As you or your team thinks ahead, here are some things to consider.

<b>Timeliness</b>	<b>Description</b>
<b>1 semester +/- 2.5 weeks before</b>	<b>Brainstorming</b> <ul style="list-style-type: none"> <li>- Purpose / Aim / Reason / Goal / Objective / Criteria</li> <li>- Stakeholders (permission from school or community too)</li> <li>- Naming it (doesn't have to be catchy yet)</li> <li>- Planning it (basic 6 W's at this point)</li> </ul>
<b>6 weeks +/- 1.5 weeks before</b>	<b>Budget</b> <ul style="list-style-type: none"> <li>- Cap on how much to spend for whole event and components</li> <li>- Ensure sufficient cash inflow and outflow</li> <li>- Seek event partnership or sponsorship</li> <li>- Apply or receive grant or funding</li> </ul>
<b>4 weeks +/- 1 week before</b>	<b>Skill Consideration</b> <ul style="list-style-type: none"> <li>- Team or committees encourage people to get involved</li> <li>- Assign duties to someone and to a back-up person</li> <li>- Contracts or written agreements to sign if concerned about ownership and timeliness of concern</li> </ul>
<b>4 weeks +/- 1 week before</b>	<b>Preparation</b> <ul style="list-style-type: none"> <li>- Room reservation, layout, supplies, and decoration</li> <li>- Schedule, itinerary, and/or permission slips</li> <li>- Food, eating utensils, prizes, PSAV, and/or cleaning items</li> <li>- Risk management, obstacles, rules/regulations, and/or security</li> </ul>
<b>3 weeks +/- 0.5 week before</b>	<b>Advertisement</b> <ul style="list-style-type: none"> <li>- Branding / Social Media / Publicity / Posters / Flyers</li> <li>- Support from school or community to spread the word</li> </ul>
<b>1 week +/- 0.5 week before</b>	<b>Pre-Event Meeting</b> <ul style="list-style-type: none"> <li>- Review previously made decision so everyone understands</li> <li>- Share event résumé with stakeholders if applicable</li> <li>- Finalize last minute details and expectations</li> </ul>
<b>Day-Of  <i>Showtime!</i></b>	<b>Execution</b> <ul style="list-style-type: none"> <li>- Admission, tickets, registration, and/or welcome letter</li> <li>- Starting (buffer time?)</li> <li>- Take notes for compliments, concerns, and suggestions</li> <li>- Ending (getting people together, expressing thanks, etc.)</li> <li>- Clean-up (return space to original condition)</li> </ul>
<b>1 week +/- 0.5 week after</b>	<b>Post-Event Consideration</b> <ul style="list-style-type: none"> <li>- Pay remaining bills or issue refunds</li> <li>- Accept feedback to improve operation</li> <li>- Reflection (How successful was it? Did it meet the goal?)</li> <li>- Update Standard Operating Procedure (SOP)</li> </ul>