HOW TO SET UP YOUR SUMMER VOLUNTEER ACTIVITIES

# What career areas are you interested in exploring?

# What kind of activities would you like to be doing?

## Inside or outside

## Kids, senior citizens, no specific age group?

## Every day, weekends, mornings, afternoons?

# What are your strengths?

## People skills

## Organizing

## Communication

## Physical skills

# Check the list of options

# Make phone calls to get information about how to apply.

# Set up appointment, if necessary, or pick up paperwork.

## Bring your student ID with you and your semester 1 report card or transcript.

## How many hours per day, per week; how many weeks over the summer are you available; or do they need you? (work around summer school and parent/family scheduling).

Sample:

Organization Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Person & phone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Duties & activities: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hours: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Special needs (dress code, equipment, rules of conduct): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NOW THAT YOU ARE A VOLUNTEER

# Keep track of your scheduled days & hours; write down your schedule.

# Know who & how to call if you are sick or can’t make it on your scheduled day or time; and be sure you do this.

# Keep a positive attitude and don’t be afraid to ask questions.

# Keep a journal of the activities you do and any special experiences you have or people you work with.

# Be sure to complete your Community Service Log form and get your supervisor to complete their part.

## Make a copy of this for your HEAL counselor and keep your original, with your journal, in a safe place.