



TOOLS

Student Checklist for Community Service and Volunteer Development

Use this checklist as a quick reference to ensure you have completed all the steps detailed in this guide.

Before the Community Service/Volunteer Opportunity

- Complete the **Community Service and Volunteer Application**.
- Work with your classmates to identify a need within the community that you or the group would like to address through your community service/volunteer.
- Turn in all signed parent permission forms.

During the Community Service/Volunteer Opportunity

- Reflect on the connection between what is learned at school and at the experience.
- Participate and complete reflection activities after assignments.
- Complete self-evaluation and reflection activities.

After the Community Service/Volunteer Opportunity

- Complete and send thank-you note to worksite supervisor/community partner. Electronic methods are acceptable.
- Update your resume on **OKCareerGuide.org** based on any new skills and experiences.
- Update your **My Documents** on **OKCareerGuide.org** with documentation of your project.
- Meet with teacher to discuss your **Community Service/Volunteer Opportunity Evaluation** and grade.