



# TOOLS

## Teacher 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***

- Identify interested and qualified students.
- Make community partner contacts.
- Meet with community partners and discuss expectations for the experience.
- Distribute **Community Service and Volunteer Application forms**.
- Coordinate and implement orientation activities for students. Train students to prepare them for the project. Prepare students to be safety and health conscious.
- Using OKCareerGuide.org, review all ICAP materials.
- Start journaling career information.
- Determine a communication strategy for the experience.
- Collect signed **Community Service and Volunteer Application forms**.
- Go over the **Standards for Community Service and Volunteerism**.

### ***During the Community Service/Volunteer Opportunity***

- Provide student a worksheet/journal to keep track of experience.
- Make sure students and worksite representatives have the chance to complete the **Community Service and Volunteer Evaluation**.
- Coordinate and implement concurrent learning activities at school.
- Support students in working toward achieving ICAP objectives.
- Maintain ongoing communication with community partners.
- Support students in their next steps.
- Publicly recognize student work by allowing them to present the project to the school board or administration.
- Review the project and plan for the following semester.
- Document and record the experience.
- This experience along with the documentation could be used to document ICAP Work- Based Learning activities. Make sure to forward documentation to the ICAP coordinator.