



# 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***

- Indicate your interest in participating in service learning activities by completing your business profile on **Connect 2 Business** at <https://okcg-c2b.kuder.com>.
- Determine who will be the person working most closely with the students and the teacher.
- Inform other staff that a community service/volunteer opportunity will be at the organization.
- Review support materials provided by the teacher. This will help guide your role with students for the community service/volunteer opportunity.
- Provide workplace orientation for student(s).

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

- Confirm the communication strategy.
- Communicate successes and opportunities for improvement during the service learning project so the teacher can use them to enhance the value of classroom connections.

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

- Complete the **community service /volunteer evaluation** and send to the school.