

STEPS FOR DOING YOUR SENIOR SERVICE PROJECT

1. The first step is to pick an agency; this is not necessarily easy.

We would like you to get out of your comfort zone. As Lasallian Students our first choice would be for you to get involved in an education experience with at risk youth; the Big Brother Program or tutoring at De La Salle are good examples. Or, try to do some of the more challenging projects like working with the mentally retarded or physically handicapped, or a soup kitchen. Think about doing something you have never done before. You must decide if you just want to complete a requirement or make this an experience you won't soon forget.

If you need a phone number or a volunteer director's name or if you just can't decide give either of us a call.

Mr. Paul Kraus: 985-6103

Mr. Andy Wood: 985-6105

2. Get your contract signed-please fill out all parts!

After you make your schedule, keep it. The people will be expecting you and you will build a relationship with the people you serve. It is only common courtesy to let the agency know if you have to re-schedule.

3. All work needs to be documented on the time sheet. (Included)

*Remember that all service work is to be people centered, we don't want you to be typing or filling or cutting grass, person to person contact is essential. If this is not a learning experience for you, please call one of us. The supervisor at the agency, Mr. Kraus and Mr. Wood are here to help you.

4. After you have completed your hours have your supervisor fill out the evaluation form. He or she will also sign your time sheet.
5. You will need to bring your evaluation sheet, time sheet and four typed or five hand written journal pages to class in order to receive credit.

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