



**THE OFFICE OF
COMMUNITY SERVICE**

WHAT WE CAN DO FOR YOU

***SERVICE
CHAIR
VOLUNTEER
MANUAL***

SPRING 2006

Dear Service Chair,

Hello and welcome back to another semester at Baylor! We are so excited for all the great things that you will be doing this semester as you reach out to our community to serve and love the people of Waco.

Karin and I are excited to have the opportunity to work with you this semester. If you have any questions related to a service project, need help brainstorming, are looking to get your organization more involved, or need some ideas on getting more of your members to participate in service, please do not hesitate to call, email or stop by the Student Activities office to visit with either one of us. We are here to serve you as you help your organization understand the great needs in our community.

This booklet should be a great resource for you as you get started. Thank you for all your hard work and commitment! We appreciate you and all that your organizations do!

Karin Klinger karin_klinger@baylor.edu 710-6936
Missy Davis missy_davis@baylor.edu 710-6938

“The **Mission** of the Office of Community Service is to facilitate **meaningful** service opportunities for students to develop and foster **leadership** in areas of social responsibility. The ultimate goal of community service is to instill the spirit of *volunteerism* and service-learning into the **lifestyle** of students so they will continue to commit to the **value of service** even after they leave the university setting.”

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PREPARING
YOUR
ORGANIZATION

Finding the Right Volunteer Position

What you should know before you volunteer...

You want to volunteer. You're thinking about volunteering. But what's it really all about? With over 500 volunteer jobs at more than 100 non-profit agencies in the Waco community, the Office for Community Service has the ideal volunteer job for you. But before you take the plunge and select a volunteer opportunity, spend a few minutes thinking about the type of volunteer work you want to do.

Who do you want to help?

Maybe you enjoy being around senior citizens or you can't get enough of working with young children. Perhaps there are people with special circumstances you want to help — the homeless, the sick or the abused. Is there a particular cause that interests you — the environment, animals, disaster relief? The possibilities are endless.

What can you contribute?

You have skills that an organization could put to good use. Are you handy with a hammer, savvy when speaking in public, or capable on a computer? Maybe you call a mean game of Bingo. You'll be surprised at how your interests and talents can benefit a nonprofit agency and its clients.

Where do you want to help?

Your volunteer position can be close to campus or it can be across town. It can even be around the country or world. However, it's always good to start where the need is closest to home.

How much time are you willing to commit?

Special events — bicycle races, carnivals, basketball tournaments — are ideal for people who want to “try on” volunteering. Some volunteers prefer participating in short-term projects like clothing drives and neighborhood cleanup days. If you're ready to go “all the way” and make a commitment to an agency, you can volunteer weekly, monthly, quarterly or somewhere in between. Each agency has commitment levels.

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Once you've answered these questions, you are ready to select an agency to work with. If you want to talk to someone about some different options, call the Community Service Office at 710-6938 or email missy_davis@baylor.edu.

What's our purpose?

Who do we want to help?

What can you contribute?

Where do you want to help?

How much time are you willing to commit?

What are our goals for service this semester?

- 1.
- 2.
- 3.

Service Council Meetings

Network with leaders from other organizations for collaboration, innovation, and celebration

Learn all about existing and emerging opportunities in the Waco and Baylor communities

Develop individual skills and capacities through assessment and training

Understand city needs and where the campus can intervene

We will meet once a month:

Tuesday from 4:00-5:00pm

Houston Room (BDSC—3rd Floor)

January 17

February 7

March 7

April 4

How Can I Increase Volunteerism?

Prepare

1. Find projects to cater to your groups interests: What population do we want to work with? How long do you want the project to be? How can we make an impact on the community?
2. Form a team to help plan service opportunities with you.
3. Delegate your responsibilities by getting two different people to be in charge of each project.
4. Get your president's support and advocacy.

Connect

1. Consider partnering with or competing against another organization.
2. Plan the service in conjunction with a social outing afterwards. (Go to Marble Slab, meet at Poppa Rollo's, or go swimming afterwards.)
3. Contact the organization and get any flyers or promotional material.
4. Make a site visit so you can share with your organization what to expect.
5. Create tons of individual and group opportunities for volunteering.

Equip

1. Cast a vision for community service, its benefits, and share testimonies of others who have been involved.
2. Listen for any problems members may be having and address those needs as quickly as possible.
2. Award volunteers at your organization's meeting.

Resources

www.volunteermatch.com

www.servenet.org

www.project.org

IF I CAN STOP ONE HEART FROM BREAKING,
I SHALL NOT LIVE IN VAIN.
IF I CAN EASE ONE LIFE THE ACHING,
OR COOL ONE PAIN,
OR HELP ONE FAINTING ROBIN
UNTO HIS NEST AGAIN,
I SHALL NOT LIVE IN VAIN.

EMILY DICKINSON

PROGRAMS
AVAILABLE

BAYLOR BUDDIES *Mentoring Program*

What is a Baylor Buddy?

Baylor Buddies is a program designed for Baylor students to serve as big brothers and sisters to children in the Waco community. Most of these children are “at-risk,” which means they have a high possibility of dropping out of school.

Many factors may be present in a child referred to the Baylor Buddies Program. The child may be having problems with academics, authority figures, or low self esteem. These children need positive role models. All elementary and middle school students have been referred to the program by the counselor at their school.

How can I get involved?

The basic requirements to be involved in this program are commitment to and an interest in being a trusted friend to one of the children. Commitment is vital. The program requires that one hour a week be spent with the child. That time may be at the school, the child's home, or even on an outing. These children will count on you to be dependable and reliable. They may have had numerous people break their trust during their short lives. This program requires that you make a year-long commitment. Seriously consider your class, work and organization schedule before you decide to apply for this.

*For more information, contact
Tiffany Adkisson or Lindsey
Coffman at 710-4187.*



Adopt-a-Family

Baylor University, in a unique partnership with the City of Waco Housing and Community Development Services Department, is looking for student organizations to help us pilot a new program. We are hoping to match student organizations with new first-time homeowners and other families receiving assistance for their homes from the City of Waco.

We are asking organizations to commit to spending approximately 5-10 hours with the family per month to build meaningful relationships. You and your organization will serve as a resource and personal connection for the family you are matched with.

Please discuss this option with your organization and collectively decide to make a commitment no later than **January 27**. Training will begin in mid-January.

We are limiting this pilot program's involvement to five organizations this spring.

For more information, please contact
Karin Klinger at 710-6936 or
Missy Davis at 710-6938.





Baylor's Day of Service

Last semester over **2,500** students participated in **Steppin' Out** providing service for several different agencies in the Waco community. Get your organization organized, grab a group of friends or sign up as an individual and get ready to step out into our community for a great day of service! There will be a **Celebration of Service** on campus when you return from your project that you won't want to miss!

IMPORTANT DATES FOR SERVICE

CHAIRS:

March 6-7	Registration Deadline
March 23-24	Job Placement Meeting
April 1	Day of Service

To Register call the Steppin' Out Office @
710-3199 or email stepping_out@baylor.edu



Bear the Burden

What is Bear the Burden?

Baylor University joins with Buckner Children and Family Services to collect brand new stuffed bears (or other stuffed toys) for children who have been victims of abuse or neglect.

How can your organization participate?

Donate **NEW** stuffed toys or give a monetary donation

When and Where?

January 23-January 27

Bears should be delivered to Student Activities no later than 5:00pm on January 27th

Contact Missy Davis @ 710-6938

or Karin Klinger @ 710-6936

for more information

Build-A-Basket

Build-A-Basket is a great way to get any organization started on service. There are many families in the Waco area that cannot afford even the simplest necessities. Your organization can get involved by sponsoring a basket. It's simple. Just have one person purchase a laundry basket and others can pitch in some of the following items.

<i>Shampoo</i>	<i>Tooth Paste</i>	<i>Kleenex</i>
<i>Band-Aids</i>	<i>Soap</i>	<i>Dental Floss</i>
<i>Cotton Balls</i>	<i>Conditioner</i>	<i>Toothbrush</i>
<i>Toilet Paper</i>	<i>Deodorant</i>	<i>Lotion</i>
<i>Q-Tips</i>		



If you have questions or need more information, contact Missy Davis @ 710-6938 or Karin Klinger @ 710-6936. We will be collecting baskets **ALL SEMESTER**. Simply bring the baskets by Student Activities in the Bill Daniel Student Center.

This semester Baylor University will be partnering again with Shoes for Orphan Souls to provide much needed shoes for children from Russia, Romania, and China. These children have been placed in orphanages and the simple gift of a new pair of



SHOES *for*
Orphan **SOULS**

shoes will be a huge blessing. There will be a two week shoe drive on campus and all collections will be sent to Buckner Orphan Care Intl. in Dallas for distribution.

Look for Donation Boxes around campus

February 13-17

How Can Your Organization Be Involved?

- Donate a brand new pair of shoes, socks, or shoelaces for children ages 2 to 18 (Children size 7 to Adult size 11)
- Make a cash donation of \$25 to purchase brand new shoes and cover distribution costs
- Become a part of the planning and organizing team

Shoes are sent to Russia, Romania, China, Mexico, the United States, Kenya, Ethiopia, Latvia, Croatia, Ukraine, Belarus, and India. Any **gently worn shoes** will be sent to local agencies in the Waco community.

**TUTORS
NEEDED:
University
Middle School**

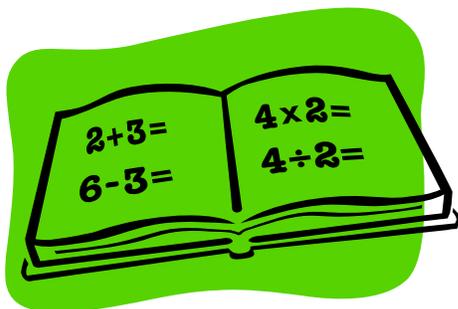


Who: Groups or individuals willing to work with middle school students who need assistance in math and reading

When: 2:45-3:45pm one day a week—9 week commitment

How: Contact Missy (710-6938) or Karin (710-6936) if you are interested in getting your group involved!

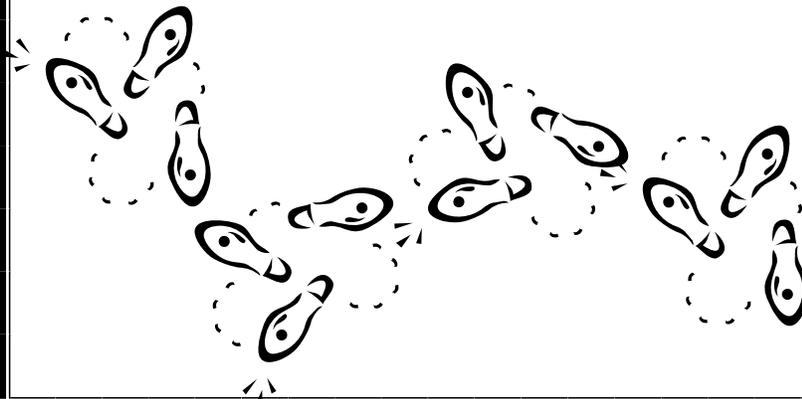
PROGRAM WILL START IN MID-JANUARY



STEP CLUB FOR KIDS



Help us develop a new opportunity for area elementary school and high school-age youth in an after-school Step Club! Student Activities is working with Brook Elementary School and University High School to develop a new program bringing Step Coaches from Baylor together with their students in a positive environment and activity. Meetings will begin soon with the **program launch in January**. For more information, please contact Karin Klinger at 254-710-6936 or e-mail her at Karin.Klinger@baylor.edu.



Now what? Where do I go from here?

- Call Karin or Missy if you need more direction in what type of agency you want to be involved with
- Call the agency
 - Ask about the organization
 - What is their mission?
 - What do they expect of volunteers?
 - What sort of orientation/training is needed?
- Fill out the necessary paperwork/applications
- Set up a time with the agency to volunteer
- Get a group of students from your organization together and go serve!
- When you have finished the project, meet with your group to debrief the experience.

“THE BEST WAY TO FIND YOUR-
SELF IS TO LOSE YOURSELF IN
THE SERVICE OF OTHERS.”

GANDHI

Agency Listings

Agency	Contact	Phone Number
Adopt-A-Highway Program/TxDOT	Teresa James	772-1200
Texas Sports Hall of Fame	Jay Black	756-1633
Advocacy Center	Melisa Perkins	752-9330 ext. 109
American Cancer Society	Jana Madden	753-0806
American Heart Assoc.		299-0880
American Red Cross	Tammy Thompson	776-8754
Antioch Ministries International	Jeff Abshire	754-0386
ARC of McLennan County	Tom Pearson	756-7491
Area Agency on Aging	Kathy Lyons	772-9600
Art Center		752-4371
Arthritis Foundation	Les Marshall	772-9303
Austin Avenue NA	Becky Dixon	754-8374
Axtell Elementary School	Betty Somers	863-5419
Baylor Child Development Center	Pam Wilder	710-4373
Baylor NA	Kelvin Williams	752-6792
Bell's Hill Elementary	Renee Blanchard	750-3552
Bellmead Rehabilitation Center	Janet	799-5581
Big Brothers/ Big Sisters	Sarah Collins	776-2824
Bledsoe Miller Recreation Center	Juliet Jones	750-8684
Bluebonnet Girl Scouts Council	Rhea Sherosky	756-4497
Boy's & Girls Club	Hope Velasco	752-6443
Brook Oaks NA	Robert Jackson	755-7972
Brookview Neighborhood Association	Bill Foster	753-7246
Cameron Park Zoo	Connie Kassner	750-8467
Cameron Park Zoological Society	Diane Jordan	750-8424
Camp Fire Boys and Girls Tejas Council		752-5515
Camp John Marc	Jeremy Copeland	635-8811
Care Inn of Waco	Teresa Koester	772-0610
Carenet Pregnancy Center	Kelly Tetens	772-8270
Caritas of Waco	Nancy Anderson	753-4593
Carver Academy	Roxanne Bass	757-0787
Carver NA	Eddie Evans	799-6633
Cedar Ridge NA	Larry Traudt	754-7208
Central Texas Women's Alliance	Lynne Bronner-Morris	714-3312

Agency Listings

Agency	Contact	Phone Number
Central Texas Senior Ministry		752-0316
CentTexas Sickle Cell Anemia Assoc.	Rev Gene Carter	752-3441
Child Placement Center	Myra Sims	752-2761
City of Waco Housing Rehabilitation	Robert Perello	750-5798
City of Waco- Parks & Recreation		750-8080
City of Waco-Housing & Development	Lee Watts	750-5938
Community Haven	Alvin Patterson	379-8451
Community Training Center Inc.	Rev. Gladstone Knight	754-5225
Compassion Ministries	Kiki Lopez Negrete	755-7640
Cottages of Oak Springs	Carolyn Layman	666-2636
Crestview Manor	Debbie Karl	753-0291
Crossties Church	Sherry Castello	753-5916
Dean Highland NA	Dianne deMoville	754-1810
Dorris Miller YMCA	LaNita Luckey	752-1605
Earle-Harrison House	Kathy Riggs	753-2032
East Riverside NA	Lonnie Matthews, Jr.	752-5245
East Waco Library	John Peterson	750-8418
Family Abuse Center	Dinah Husbands	772-8999
Freeman Center	Gerald Elliott	753-3625
Friends For Life	Ron Smith	772-7600
Fuzzy Friends	LeAnn Lattimer	754-9444
Gospel Cafe	Sherry Castello	753-5916
Greenview Manor	Saretta Smallridge	772-8900
H.O.T. Council Boy Scouts	Shannon Black	772-8932
H.O.T. Council on Alcoholism	Cindy Love	753-7332
H.O.T. MHMR Center	Janet Kettler	752-3451 ex.1211
H.O.T. Workforce Development Board	Linda Frederick	756-7822 ex.129
Habitat for Humanity-Baylor Chapter	Barry Hankins	710-4667
Hillcrest Home Healthcare	Sue Brown	202-5100
Hillcrest Medical Center	Elaine Seeber	202-4562
Historic Village	Dinah Siemon	710-4624
Historic Waco Foundation	Bruce Lipscombe	756-2828
Jeffrey Place Nursing Center	Carol Stine	772-9480
Keep Waco Beautiful	Sherri Street	750-5728

Agency Listings

Agency	Contact	Phone Number
Kids & Company	Stacy Garvin	753-0197
Klaras Center for Families	Keith Warren	752-7889
KWBU Channel 34	Nan Holmes	710-3472
La Rue's Learning Center	La Rue Dorsey	755-7844
La Vega Childhood Center	Judy Spring	799-9709
Lake Air Middle School	Carman Duffy	772-1910
Lake Shore Village Retirement Center	Nikki Carpenter	757-6806
Landon Branch Neighborhood Association	Bill Miller	772-1401
Latin American Christian Center	Darlene Rodriguez	756-0011
Laura Edwards Learning Center	Esther Nichols	753-1312
Literacy Missions Center	Tina Libhart	710-3854
LULAC Headstart	Jessica Lopez	757-1710
Mayborn Museum	Fay Swann	710-7985
MCC Adult Ed - Program Development	Peggy Grooms	299-8777
McLennan Co. Health Dist.	Julie Arabi	750-5450
McLennan Co. Juvenile Ctr.	Melissa Martin	757-5072
McLennan Co. Library	Judy Hurst	750-5974
McLennan Co. Records Bldg./Elections	Kathy Van Wolfe	757-5043
McLennan Co. Youth Collaboration / CIS	Patricia Harrison	753-6002 ext 211
Meadowlands Terrace	Debbie Karl	714-2222
Methodist Children's Home	Lindy Dehm	750-1275
Mission Waco	Kathy Wise	753-4900
Muscular Dystrophy Association	Margie Smith	399-8221
Parkdale Elementary - Waco Reads	Patricia Harrison	754-2665
Parkdale Viking Hills Neighborhood Assoc.	Elizabeth Crump	776-5690
Piper Child Development Center	Julie Covington	710-4373
Providence Hospital	Jim Todd	772-3652
Quality Care of Waco	Carol Burton	752-0311
Ridgecrest Retirement Center	Nancy Edwards	776-9681
Safe House	Tiffany Brown	756-0179
Salvation Army	Rosa Burks	756-7271
Sanctuary Home	Katie Garrett	754-0730
Seeds of Hope, Inc.	Katie Cook	755-7745
South Waco Branch Library	Kimberly Salome	254-750-5974

Agency Listings

Agency	Contact	Phone Number
Special Olympics	Patty Marshall	666-7015
Stilwell Retirement Residence	Joel Wright	772-4644
Strecker Museum Complex	Patricia Pack	710-1110
Sul Ross Elementary	Nola Tatum	753-1158
Talitha Koum	Kim Jamison	753-1144
Tennyson Middle School	Brad Vardeman	741-4965
Texas Department of Human Services	Greta Brown	750-9314
Texas Parks & Wildlife	John H. Roberts	853-2389
Texas Rehabilitation Commission	Diana Hejl	756-5401
Texas Youth Commission	Matt Baker	297-8219
The Bair Foundation	Betty Grote	776-5600
Toys For Tots (Salvation Army)	Rosa Burks	756-7271
University High School	Annette Perez	756-1843
University Middle School	Carol Ballesteros	753-1533
University Neighborhood Association	Vincent Lopez	756-5867
Veterans Administration Medical Center	Bobby Zimmerman	752-6581 x7414
Veterans Health Care System	Sherry Hughes	752-6581 ext. 7414
Waco Baptist Academy	Cindy Moore	772-2122
Waco Center for Youth	Ted Robles	745-5329
Waco Child Care Inc.	Debbie Miller	753-5981
Waco Humane Society/Animal Shelter	JoAnne Jackson	754-1454
Waco ISD Alternative Programs	Kay Metz	755-9436
Waco Montessori School	Barbara Williamson	754-3966
Waco Police Dept.	Sharon Hopwood	750-7510
Woodland Springs Nursing Center	EZ Marshall	752-9774
World Hunger Relief, Inc.	Dale Barron	799-5611
Buckner Orphan Care International		214-758-8055

EQUIPPING
AND
RECOGNIZING
VOLUNTEERS

Building Effective Team Projects

Building teams is hard, especially when it comes to service. As your organization moves toward serving projects, consider some of the following characteristics. As the service chair, you can really encourage team building and growth during these events:

1. Team's mission and goals are accepted and understood by everyone.
2. Roles and responsibilities are clear and reasonably free of conflict. Leadership, however is SHARED.
3. Members trust and are committed to each other and to the team. There is mutual accountability for the commitment of the organization.
4. Conflict and problem solving are handled in an open discussion.
5. Individuals derive satisfaction from being a member of the team and for making an impact in Waco.
6. Communication is open and member participation is high. The more the merrier!
7. Team support, affirmation, and recognition are freely given. Remember to celebrate and reflect.

Although your project may only last a short time, it can often be a strong sign of your team's value for one another and the for the team. Nurture team within your group and you will see everyone have a rewarding experience.

Debriefing

It is important to take some time to debrief service experiences with your organization. As you help debrief, here are a few suggestions for having successful discussion.

1. Don't be afraid of silence. Some people need time to think through a response before they can talk about it.
2. Be a good listener. Don't dominate the conversation. You want to hear from everyone at some point in the discussion.
3. Avoid making general assumptions about the group or using the word we. Try and have students identify with their own experience, and then have them relate it to the group.
4. Don't ask questions that can be answered with a yes or no. Use questions that will make the students verbalize their experience.
5. Don't force it. If good discussion happens go with it, but don't keep asking the same question if your group is not responding.

Suggested Questions

1. Describe your experience today using one word.
2. How would you define service?
3. Why do you serve?
4. How did this experience change your perception of service?
5. What was the best/worst part of your experience today?
6. What are some of the fears you have about serving?
7. What responsibilities do you have to serve your community?

Annual Service Awards

A. Hyden Award for Outstanding Student Organization in Community Service based on organization's participation in local, state, and national service projects.

Virginia Crump and John S. Belew Awards for Outstanding Female and Male Student Volunteer. Based on participation in local, state, and or national service projects, and other involvement and participation in clubs, including non-service activities.

Steppin' Out Service Award for Outstanding Volunteer Project. Nominations can be turned into the Office for Community Service.

Everyday Heroes Award - Recognizing students or organizations who are contributing to the community on an everyday basis. Nominations will be accepted through the Office for Community Service.

Greek Service Awards

Abner McCall Service Awards recognizes one IFC, NPHC, and Panhellenic organization for their community service programs during the 2005-06 academic year. This award will be judged based on the variety of projects, consistency of volunteering, percentage of membership involvement, and total number of hours. Information will be recorded on the Service Project Reports turned into the graduate assistant for Community Service. This award is part of the Herbert H. Reynolds Award and appropriate forms must be completed with the Department of Student Activities.

TAKING CARE OF BUSINESS

Service Hours Policies

To ensure accurate recording of volunteer hours, community service hours for organizations are due into Student Activities on the first Friday of every month on the following dates:

<u>Month Hours Earned</u>	<u>Report Due Date</u>
January	February 3rd
February	March 3rd
March	April 7th
April	April 28th

Service hours can be submitted online through your organization's roster. For instructions please visit the Student Activities website: www.baylor.edu/student_activities

WHAT COUNTS AS COMMUNITY SERVICE HOURS?

Community service hours are defined as time spent, material goods collection, or fundraising for the expressed benefit of the greater Waco community. Some exceptions may be made by Student Activities throughout the year for various special circumstances. The intent of community service is to get Baylor students off campus, *therefore, time spent, material goods collected, or fundraising to exclusively serve the Baylor community and campus do **not** count for community service hours.*

Fundraising:

Any project in which students participate to raise money for a nonprofit agency or philanthropy can count for community service hours. If 100% of the profits are donated to the non profit organization then 100% of the time contributed by the students can apply to their service hours. If 50% of the total profits are donated, then 50% of the hours contributed will count for their organization etc. The money donated will also be recorded in the student organization's database.

Tournaments:

Any tournament held by a student organization in which the profits are donated to a charity will be handled in the above stated format. If a competition is held with other student organizations, the organization with the most participants can receive 2 hours of community service per participating member towards service hours.

Food and Material Drives:

Any food or material drive approved by the Office of Community Service is eligible to count towards service hours for the student organization. For every \$5 worth of monetary value the organization will receive 1 hour of service. A cap can be set for the total number of hours an organization can receive.

Service Hour Report Approvals:

All service hour reports must be approved by the Office for Community Service. The Office for Community Service reserves the right to deny service hours that do not meet the above criteria.



Bear the Burden

Buckner International

Teddy Bear Drive

Jan. 23-27



Shoes for Orphan Souls

Buckner International Shoe Drive

Feb. 13-17

SHOES for Orphan SOULS™



Steppin' Out

Baylor's Day of Service

April 1

Build-a-Basket Drive

Outreach to Needy Families



Baylor Buddies

Mentoring at-risk children

Step Club for Kids

Brook Elementary School and

University High School



Tutors Needed

University Middle School

Adopt-a-Family

City of Waco Housing and Community

Development Services

