

## Steps for Arranging an Appropriate Service-Learning Placement

To ensure an appropriate and beneficial placement for you and the site, please refer to the following steps for securing a service-learning site placement.

1. Don't waste their time or yours. **Research** the site before contacting them about service-learning opportunities. Look at their mission, goals, geographical region of impact, and target population(s) to gauge your interest.
2. Most agencies will have a volunteer coordinator of some sort; thus, you should ask to speak to the person in charge of their volunteer opportunities. When you **make initial contact**, consider asking the following questions:
  - Is a background check, child clearance, or volunteer application a requirement of volunteering at the site? If any of these are required, be sure to ask how long the process takes from start to finish and if you are responsible for any fees. You might also ask if there are any tasks you can do that would not require some of these formalities.
  - What are some possible roles or responsibilities of volunteers?
  - What days and times are available for volunteers to serve?
3. **Explain** your service-learning requirements: topic/focus area, hourly requirement, post-project evaluation, verification form, etc.
4. Important things to **keep in mind**:
  - Always be polite. Remember, as a service-learner you are representing yourself, your professor, the Service-Learning Coordinator, and the College.
  - If you receive no response from a site, *politely* follow-up. Decide how long you will wait for them to get back to you and start considering an alternative site.
  - Don't forget about assignment deadlines. Do not contact a site last minute. Some sites require applications or other paperwork, school board approval, or background checks to be completed – all of which take time!
  - **Always act professionally. In part, this means showing up to appointments that you set.**

\*If it appears that you are acting unprofessionally or misrepresenting any of the above parties, your service-learning option may be revoked. By participating, you acknowledge that your professor and the Service-Learning Coordinator maintain the right to revoke your right to participate in the service-learning opportunity and in future service-learning projects. Furthermore, you may be assigned an alternative project. Each situation will be handled on a case by case basis.\*