



COMMUNITY SERVICE REPORT FORM

Complete this form after each community service or service learning project.

Send a copy to the UW Extension office.

4-H Club: _____

Project: _____

Participants: _____ Youth _____ Adults

1. Hours (total # of volunteers x # of hours): _____

2. Number of people benefiting from service: _____

3. Duration of the project (start and end date) _____

4. Service Learning consists of several components. Check and describe which you have done...

_____ **Investigation:** Volunteers and youth investigate the community problems that they might potentially address. Describe how you determined the need _____

_____ **Planning and Preparation:** Volunteers, youth and community members plan the learning and service activities, and address the issues needed for a successful project. Describe what you did to prepare before launching into the project. _____

Who was involved in planning and preparation? _____

Who were the community partners? _____

_____ **Action** (Implementing the Service Activity): The “heart” of the project: engaging in the meaningful service experience that will help youth develop important knowledge, skills, and attitudes, and will benefit the community. What did youth do? Where did you do it? How did you go about it? Whom did you serve? What did you accomplish? What were your goals and learning objectives? _____

_____ **Reflection:** Activities that help youth understand the service learning experience and to think about its meaning and connection to them, their society, and what they have learned.

Reflection is one of the most important parts of service learning. It's when the volunteers think about their service and what it meant to them. What did they learn? Why did it matter? What will they do with what they learned?

Tell us how your group reflected on their project. Here are some ideas for ways to reflect:

- | | | |
|--------------------|--------------|--------------------------|
| group discussions | portfolios | collages |
| paintings | scrapbooks | essays |
| poems | art projects | sculptures |
| newspaper articles | murals | drawings |
| video tapes | role playing | slide shows |
| photographs | journals | jingles |
| bulletin boards | puppet show | guide for new volunteers |

How did participants reflect on the service? _____

What did youth learn?

Did your group learn skills related to a 4-H project area? Did you learn "life skills" such as communication, problem solving, or concern for others? What else did you learn? _____

Discuss the project with the beneficiaries of the service. How do they rate the project?

It is important to know how the people you served felt about the project. Did they think it was effective in reaching a goal? Did you help others as you had planned? _____

_____ **Demonstration/Celebration:** The final experience when youth, community participants and others publicly share what they have learned, celebrate the results of the service project, and look ahead to the future.

How did you share the progress and results of your project? _____

How did you celebrate your accomplishments? _____

How did you promote or market your project to let the community know about your efforts: (Attach copies of photos and news stories) _____

Report form adapted from University of Tennessee Extension 4-H <http://www.utextension.utk.edu/4h/sos/resources/index.htm>



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