



# THE CATHOLIC UNIVERSITY OF AMERICA

OFFICE OF CAMPUS MINISTRY  
COMMUNITY SERVICE

## Community Service Project Planning Form

*If you need assistance at any time during your planning process, please contact the  
Campus Ministry Office at [cua-service@cua.edu](mailto:cua-service@cua.edu) (202) 319-5575*

### Quick Hints for Contacting an Agency

1. Call the agency between 9am-5pm
2. Ask for the volunteer coordinator
3. Identify yourself, your group, and CUA
4. Describe what you're looking for & size of group
5. Know your goals & make sure they'll be met
6. Establish email contact if possible
7. Ask lots of questions & learn about agency online
8. Be sensitive to agency & client needs
9. Make sure you get a good orientation
10. Ask for assistance if you need it!

Agency Name \_\_\_\_\_ Website \_\_\_\_\_

Contact Name \_\_\_\_\_ Email \_\_\_\_\_

Office Address \_\_\_\_\_

Address of Volunteer Location \_\_\_\_\_

Office phone \_\_\_\_\_ Cell phone \_\_\_\_\_

#### Possible Service Projects (List 3)

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Day: \_\_\_\_\_ Date: \_\_\_\_\_ Start Time \_\_\_\_\_ End Time: \_\_\_\_\_

Travel Time Each Way: \_\_\_\_\_ Mode of Travel: Carpool CUA van Metro Foot Rental Van Bus

Discussed an orientation? Yes No Discussed time for wrap-up discussion/questions? Yes No

Directions to volunteer location (Continue on back if necessary): \_\_\_\_\_

Materials provided by you (Water, snacks, gloves, trash bags, etc.): \_\_\_\_\_

How to dress: \_\_\_\_\_

Physical requirements (Heavy lifting, being out in heat, etc.): \_\_\_\_\_

Pre-requisites for service & important rules: \_\_\_\_\_

