



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

Organization 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 \_\_\_\_\_

