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 (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 it! |

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 _______________________________

service.cua.edu  202-319-5575  cua-service@cua.edu