

FYE TRADITIONS:  
Service to Community

# Project Leader Packet

Winter Term 2015

Oregon State University

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## FYE Winter Term Tradition: Service to Community

### Tradition Goals

- Build affinity and connectedness to OSU peers, OSU community, and the greater Corvallis community
- Strengthen existing traditions while exploring the possibilities found in new traditions
- Facilitate students' understanding of their capacity and agency to contribute to community well-being
- Increase knowledge about opportunities to get involved in the OSU and local community
- Encourage students to reflect on what issues they are passionate about, what type of community they want to live in, and where their passions and skills meet the needs of our community

### Learning Goals for Graduates

One of OSU's seven Learning Goals for Graduates (LGGs) is *Social Responsibility and Sustainability*:

“As an OSU graduate you will develop the capacity to construct an engaged, contributing life, and to engage in actions that reflect an understanding of the values of service, citizenship, and social responsibility, and demonstrate global competence by understanding the interdependent nature of local and global communities.”

This FYE Winter Term Tradition: Service to Community supports this LGGs. Service to community is rooted in the belief that being engaged in areas of need in our community improves the community for everyone.

### Website

More information about the FYE traditions is available on the tradition's official website here:

<http://oregonstate.edu/ase/firstyear/traditions>.

### Social Media

If you plan to take pictures or use social media during the event please use the hashtag **#BeBEAVERTrad**.

### Inspiration

“How wonderful that no one need wait a single moment to improve the world.”

*-Anne Frank*

“Life's most persistent and urgent question is ‘What are you doing for others?’”

*-Dr. Martin Luther King, Jr.*

“If you want to lift yourself up, lift up someone else.”

*-Booker T. Washington*

"No act of kindness, no matter how small is ever wasted."

*-Aesop*

"Never doubt that a small group of thoughtful, committed, citizens can change the world. Indeed, it is the only thing that ever has."

*-Margaret Mead*

**Thank you for helping to better the Corvallis community!**

## Required Service Project Planning Information

*Center for Civic Engagement*

Use the *Required Service Project Planning Information* form (on page 5) to prepare and plan for your service project. An example of what this form should look like is located on page 6 on this handbook.

Connect with the following organizations/individuals for support in completing the *Required Service Project Planning Information* form:

- **Site Supervisor** for site specific questions including supplies provided, service project timeline, etc.
- **OSU's Center for Civic Engagement (CCE)** for assistance with OSU Motor Pool van support and general service learning education. You can contact CCE via email at [sli@oregonstate.edu](mailto:sli@oregonstate.edu) or phone at 541-737-3041.
- **Dean of Student Life Traditions Team** for all questions related to the FYE Traditions, including tradition learning outcomes. You can contact this team via email at [fye.traditions@oregonstate.edu](mailto:fye.traditions@oregonstate.edu).

## Required Oregon State University Paperwork

**Conditions of Volunteer Service** – *OSU Office of Risk Management*

- This form is located at the end of the packet.

**OSU Model Release Form**

- This form is located at the end of the packet.

**Report of Accident/Illness Form Instructions** – *OSU Office of Human Resources*

- This form is located on the OSU Winter Traditions Website.

## Required Service Project Planning Information



**Community Partner/Organization:** \_\_\_\_\_

**Organization Mission/Information:** \_\_\_\_\_

**Project Date:** \_\_\_\_\_

**Project/Activity Description:** \_\_\_\_\_

**Group Leader(s):** \_\_\_\_\_

**Attire Needed:** \_\_\_\_\_

**Supplies/Equipment** (that will be provided): \_\_\_\_\_

**Youth** (Is project appropriate for supervised children/youth? Will organization allow participants under 18? If so, what ages?): \_\_\_\_\_

**Campus Check-in Location & Transportation:** \_\_\_\_\_

**Travel Time from Campus:** \_\_\_\_\_

**Check-In Time** (approximately 20 minutes before departure time): \_\_\_\_\_

**Campus Departure Time:** \_\_\_\_\_

**Service Project Time:** \_\_\_\_\_

**Estimated Campus Return Time:** \_\_\_\_\_

**Site Street Address** (List address or other details on where the group should meet the site representative):  
\_\_\_\_\_

**Volunteer Capacity** (minimum and maximum): \_\_\_\_\_

**Number of Vans:** \_\_\_\_\_

**Site Contact Name:** \_\_\_\_\_

**Site Phone Number** (cell and office if possible, be sure there is contact information for the day of the project!):  
\_\_\_\_\_

**Water Access** (Is there access to running water at this service site?): \_\_\_\_\_

**Transportation** (walking, driving, or taking public transportation): \_\_\_\_\_

**Notes** (Any other pertinent information to the project – does site require their own waiver, etc.):  
\_\_\_\_\_



SAMPLE SITE INFORMATION SHEET

Stone Soup



**Student Leadership  
& Involvement**

Thank you for signing up to participate in OSU's FYE Winter Term Tradition: Service to Community!

**Community Partner/Organization:** Stone Soup

**Organization Mission/Information:** Stone Soup is a free-meal-assistance program that serves meals to anyone in need. No identification or proof of income is required.

**Project Date:** January 30<sup>th</sup>, 2015

**Project Activity/Description:** Some volunteers will be helping to prepare, serve and clean-up a meal for the hungry in the community. Others will be working on beautification and maintenance projects around the building

**Group Leader(s):** Benny the Beaver

**Attire Needed:** Comfortable, closed toe shoes, and clothes that can get dirty. Participants should dress for the weather.

**Supplies/Equipment:** All needed supplies will be provided by Stone Soup.

**Youth:** This project is appropriate for youth.

**Campus Check-in Location & Transportation:** Memorial Union Commons & volunteers will walk to org.

**Travel Time from Campus:** 15-20 minutes

**Check In Time:** 2:20 PM

**Campus Departure Time:** 2:45 PM

**Service Project Time:** 60 minutes

**Estimated Return Time:** 5:00 PM

**Site Street Address:** 1234 SW Street Ave. / Corvallis, OR 11111

**Volunteer Capacity:** 8-12

**Site Contact:** Mr. Site Contact III

**Site Phone Number (cell phone preferred):** 555-444-1111 (cell number)

**Water Access:** Yes

**Transportation:** Walking

**Notes:** Below is Project Roster which will be completed during check-in before traveling to the project site (*see page 7*):



**Project Roster:**

Name	Project	Attendance	Volunteer Service Form	Physical Limitations/Allergies

**Site Leader Responsibilities**

**Before departing:**

- **Be warm and welcoming! Assemble your group together - Get your group talking with each other.** Do introductions, group activity, and/or use the “Framing Questions” before you leave for your site and/or once you arrive at your site. (See pages 4-5 for suggestions). Be mindful that some participants may have cultural identities or language proficiency that are different than your own or the community partner; try to ensure that directions and information are understood by all volunteers.
- **Take attendance.** Make sure that everyone that departs from campus with your group returns!
- **Collect completed volunteer service forms from all group members.** Collect any additional forms required by the community partner for the project. If a group member forgot to bring a completed form, make sure they fill one out and turn it in before your group leaves.
- **Remind your group about appropriate and safe dress.** Volunteers should have **closed toe shoes** and weather appropriate clothing (especially if your project is outside).
- **Connect the service to the larger cause or issue.** Share with your group why we are coming together to serve on this day (See page 3 for service day information). Challenge them to think about the larger social issues related to the project (See page 5 and the “Action Continuum” for framing and reflection suggestions).
- **Remind your group about respectful community entry.**
  - We are guests at the service site. Be respectful of the property and people who are hosting.
  - Ask questions and try to learn something new about the organization or the issue area.
  - Put away or turn off personal electronic devices during our project.
- **Drive or lead your group in walking - (have directions ready).** If you are going to be late for any reason, be sure to call your site contact to inform them. Use care when driving and parking!
- **Take the following items to your service site:**
  - Leader packet



- Driving/walking directions
- Roster/attendance sheet
- Report of Accident forms
- Reflection, check-out, evaluation questions
- Any volunteer forms required by the site agency
- Pen(s)
- Camera (if you have one to bring)
- First Aid Kit, if applicable
- Supplies such as work gloves, if applicable

### **While at your site:**

- **Introduce yourself and the group** to the site representative when you arrive.
- **Ask the agency representative to speak about the following:** (This information provides context for the service and is extremely important!)
  - Organization’s mission and services.
  - The value or meaning of the service being completed.
  - Opportunities for future engagement and service with the agency.
- **Be a liaison.** Serve as a communicator between the site representative and the volunteers. Scan the service site and be sure that all volunteers have directions and clear tasks. Step-in if volunteers are finishing tasks and need new directions from the site representative.
- **Reflect.** (Best done while at the community site and with the site representative(s) if they are interested!). Encourage the participants to reflect about anything they learned or gained through the experience as well as anything that was shocking or surprising to them.
  - **Ask “Check Out/Evaluation Questions.”** (See pages 4-5 for suggestions)
  - **Collect feedback.** Use the “Project Summary Form” in this packet. (See page 6)
- **THANK SITE REPRESENTATIVE for hosting our OSU group.** Ask them to let the Center for Civic Engagement ([cce@oregonstate.edu](mailto:cce@oregonstate.edu); 541-737-3041) know about future project needs.
- **THANK VOLUNTEERS.** Be sure the volunteers feel recognized and appreciated for their contributions. Encourage them to connect with the Center for Civic Engagement (SEC 206) for future opportunities!
- **SAFETY.** Please take the safety/well-being of the volunteers seriously, encouraging volunteers to take breaks as needed and the engage in activities at their comfort level (challenge by choice). Please note a “Report of Accident” form should be completed if there is any accident/injury that occurs. Any accident must be reported through HR Advocate within 24 hours (8 hours if hospitalization occurs): [https://oregonstate2-gme-advocate.symplcity.com/public\\_report/index.php/pid024658](https://oregonstate2-gme-advocate.symplcity.com/public_report/index.php/pid024658). **There are first aid kits in all Motorpool vehicles.**

### **After returning to campus:**

- **Return the following to the Dean of Student Life Office (Kerr A200):**
  - Attendance sheet
  - Project summary form





- Photos - please share any photos you took during your service project, email to [deanofstudents@oregonstate.edu](mailto:deanofstudents@oregonstate.edu) and/or [fye.traditions@oregonstate.edu](mailto:fye.traditions@oregonstate.edu)
- **Return your vehicle to OSU Motorpool** (if applicable). OSU Motorpool is located at 3400 SW Campus Way. Be sure that all supplies have been removed from the van.

## Simple Icebreaker Activities

Help your group get to know one another with some simple icebreaker activities!

### 1) Name in Action: (10-15 minutes)

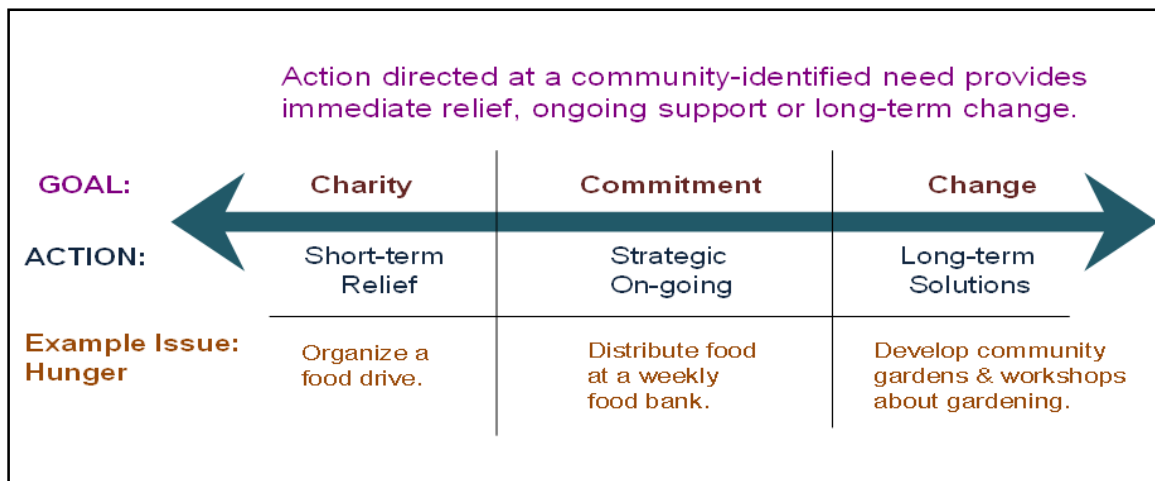
Each person in the group will introduce themselves-with their first names and an action (like clapping or stomping or twirling). The first time around the circle every person will say their own name in action. The second time around, each person will have to introduce the person(s) before them, and then add their own name at the end. This means the last person will be challenged to say everyone's name and action- the group should be encouraged to help them 😊

### 2) Name train: (5-10minutes)

Each person will introduce themselves with their name and their favorite \_\_\_\_\_ (fill-in with your choice). The first time around the circle every person will say their own name and favorite thing. The second time around, each person will have to introduce the person(s) before them, and then add their own name at the end. This means the last person will be challenged to say everyone's name and favorite thing- the group should be encouraged to help them 😊

## Action Continuum: Charity to Change

*Center for Civic Engagement*



(Adapted from: Washington State University's Center for Civic Engagement.)

Reminder volunteers that community service is incredibly important but it is just the tip of the iceberg!

- We need to identify BOTH short-term interventions and long-term solutions to address social problems.
- We must utilize multiple levers of social change – voting, philanthropy, community organizing, direct service, education and awareness raising, petitions/political activities, etc. to make long lasting, positive change.

During wrap-up and reflection, encourage volunteers to consider how the service project does or does not address the root cause of the social issue.

## Sample Service Project Framing and Check-Out Questions

*Center for Civic Engagement*



**Student Leadership  
& Involvement**

*Reflection is a process in which people **make connections** and **find meaning**. Below is a list of **OPTIONS** of possible framing and check-out questions to ask your group. Please choose the questions you think are most appropriate for your project.*



### **Possible Framing Questions:**

- 1) Why did you sign up for this experience?
- 2) What motivates you or creates your desire to engage in your community?
- 3) What do you hope to gain or learn?
- 4) What do you know about the agency and/or issue area we're working with today?

### **Possible Check-Out Questions: (When asking these questions, please make note of feedback on "Project Summary Form")**

- 1) What did you accomplish/get done today? (*What?*)
- 2) How did you feel about the project today?
- 3) What did you learn or gain, if anything, from the service project? What did you learn about yourself? About the community agency/issue being addressed?
- 4) Why was this project important? (*So what?*)
- 5) What impact did your work have for the organization? For the larger community?
- 6) Did anything surprise you about the service experience? If so, what/why?
- 7) Did the service work address the root cause of the social issue being addressed? Why/why not? (See "Action Continuum" on page 5 for reference)
- 8) Are there any actions you want to take or things you want to explore/learn more about as a result of today's project? (*Now what?*)

### **Other Reflection Structure Suggestions:**

- Rose/Bud/Thorn (something enjoyed or positive/an opportunity to learn more/something challenging)
- Sunshine/Lemon/Light bulb (something positive/something challenging/something new learned)



## **Reflection Activities**

*Center for Civic Engagement*

### **Banner Reflection**

- Supplies
  - Markers
  - Paper (butcher paper, etc.)
- Activity
  - Use the markers to contribute drawings, sketches, thoughts, quotes, reflections, etc. about the service project. Submit this banners to the Dean of Student Life located in A200 Kerr Administration for display. See below for reflection questions that can be answered:
    - What?
      - What did you accomplish/get done today?
      - How did you feel about the project today?
      - What, if anything, made you smile?
      - What did you learn or gain from the project?
      - What did you learn about yourself?
      - What did you learn about the community agency/issue being addressed?
    - So What?
      - Why was this project important?
      - What impact did your work have?
      - What are things that you want to discuss/learn more about?
    - Now What?
      - Are there any further actions you want to take now?

### **Index Card Reflection**

- Supplies
  - Index cards (one per person)
  - Writing utensils
- Activity
  - Use an index card to write 1-2 things you learned/gained from your project and/or ways to improve similar service projects.

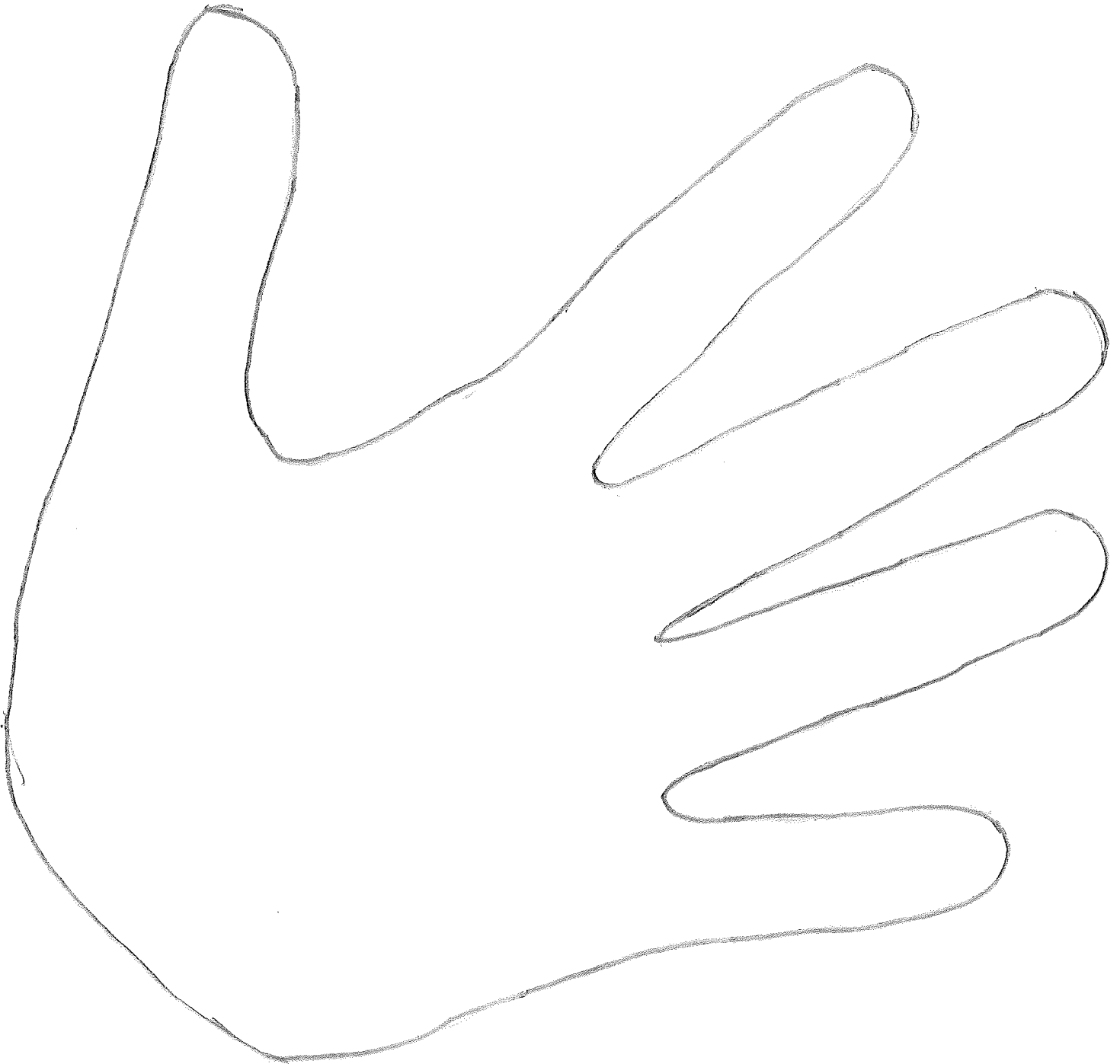
### **Hand Print Reflection** *(see page 13 for this reflection's handout)*

- Supplies
  - Paper copies of the handprint worksheet (one per person)
  - Writing utensils
- Activity
  - Have all volunteers write some thoughts/comments/evaluations/feelings about the impact of their project and what they learned/gained on the handprint worksheet.
- Reflection Questions:
  - What?

- What did you accomplish/get done today?
- How did you feel about the project today?
- What, if anything, made you smile?
- What did you learn or gain from the project?
- What did you learn about yourself?
- What did you learn about the community agency/issue being addressed?
- So What?
  - Why was this project important?
  - What impact did your work have?
  - What are things that you want to discuss/learn more about?
- Now What?
  - Are there any further actions you want to take now?

Project Name:

Project Date:



Volunteers should write some thoughts/comments/evaluations/feelings about the impact of their project and what they learned/gained on this hand. Thank you!

## Project Summary Form



**Student Leadership  
& Involvement**

*Please be sure to return this form to the Office of the Dean of Student Life (Kerr A200) at the conclusion of your project.*



**Project date:**

**Site leader name:**

**Site leader email address:**

**Project name/service site:**

**Number of volunteers on your project:**

**Summary of work accomplished (qualitative and quantitative information on community impact, i.e. number of trees planted, pounds of food repackaged, number of rooms cleaned, etc. Estimates are fine!):**

**Length of service/amount of time on each activity (if your project included multiple smaller projects):**

**Evaluation/feedback to ask participants -- What did you gain or learn as a result of this project? How were you impacted by the experience? Would you recommend this project/activity in the future? (Note any feedback here from "Check-Out" questions you may have asked)**

As a volunteer working at Oregon State University (OSU), you need to understand the extent to which you are covered by insurance for liability and personal injury or illness. Please read the following carefully and sign below.

## **TORT LIABILITY**

OSU will indemnify and defend you against civil actions for injuries or damage to the person or property of others, subject to the following general conditions:

1. You are working on an OSU task assigned by an authorized OSU supervisor;
2. You limit your actions to the duties assigned (defined in the assigned duties section below); and
3. You perform your assigned duties in good faith, and do not act in a manner that is reckless or with the intent to unlawfully inflict harm to others.

The conditions and limits of this protection are stated in the Oregon Tort Claims Act, ORS 30.260 – 30.300.

## **MOTOR VEHICLE LIABILITY**

If you use a personally owned vehicle in the course of your duties, you are required to have automobile liability insurance in accordance with Oregon law. Your personal insurance will provide your primary coverage for any accidents involving the personally owned vehicle you are driving. Oregon State University provided automobile liability coverage may apply on a limited basis only after your primary coverage limits have been used and only where the indemnification conditions set forth above are applicable. You **MUST** possess a valid driver's license.

## **VOLUNTEER INJURY COVERAGE**

**Worker's compensation coverage is not provided.** However, OSU has an injury protection plan to cover injuries of authorized volunteers in excess of the volunteers' own insurance coverage (i.e., personal medical insurance). It is limited to injuries resulting from the volunteer acting within the course and scope of his/her assigned duties.

## **REPORTING RESPONSIBILITY**

Any time you are involved in any accident or injury to person or property while performing assigned duties, you **MUST** inform your immediate supervisor as soon as possible.

## **WAIVER OF LIABILITY**

As an authorized OSU volunteer, I understand that OSU will provide limited medical and accidental death, dismemberment and disability coverage for me in the event I suffer injury due to an accident while performing authorized volunteer duties. In exchange for the coverage, I, for myself, my heirs, executors, administrators and assigns, release and forever discharge OSU from any and all demands or claims for damage or injury, from any cause of suit or action, known or unknown, that I may have against OSU or its officers, agents or employees, and from all liability under the Oregon Tort Claims Act, ORS 30.260 – 30.300, for any and all harm or damage to my health in any matter resulting from or arising out of my volunteer activities. This release does not extend to or waive any rights I may have under the Oregon Tort Claims Act, ORS 30.260 – 30.300 to defense and indemnification from any demand, claim, suit or action brought against me, or liability I may be subject to, or arising out of my authorized volunteer activities.

I HAVE READ AND UNDERSTAND THE ABOVE CONDITIONS OF VOLUNTEER SERVICE AND WAIVER OF LIABILITY. I CERTIFY THAT ANY PERSONALLY OWNED VEHICLE USED IN THE COURSE OF MY VOLUNTEER DUTIES ARE INSURED IN ACCORDANCE WITH OREGON INSURANCE REQUIREMENTS

Name (Last, First, MI):	Telephone:
Address:	City/State:
Home Phone:	Alt. Phone:
Current Valid Driver License Number:	Auto Insurance Company/Policy No.:
Emergency Contact:	Phone:

**ASSIGNED DUTIES (required to be completed by an authorized OSU representative)**

Total Volunteer Hours: \_\_\_\_\_

(Estimate total hours for this activity within the fiscal year July 1 – June 30)

OSU Supervisor:	Telephone:
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Volunteer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**REQUIRED FOR ALL MINORS:**

**PARENT OR GUARDIAN'S AUTHORIZATION FOR MEDICAL CARE AND CONSENT TO AGREEMENT**

I, \_\_\_\_\_, as parent or legal guardian hereby grant permission for \_\_\_\_\_ to do volunteer work for Oregon State University (OSU). In the event of an emergency, accident, or illness, I authorize OSU and its employees to administer emergency medical care to my child and/or, if deemed necessary, to secure emergency medical services and incur expenses for which I will be responsible for payment. My signature below hereby represents that I have read, understand, and consent to this agreement.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Note: Complete a new form each year for volunteer service that continues into the next fiscal year, when volunteering for a different activity, or when volunteer duties change. This form needs to remain in the department where the volunteer duties are being performed.*



# OSU Model Release

I authorize Oregon State University, and those acting pursuant to its authority to:

- (a) Record my participation and appearance in:

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*Name of event*

*Date*

on videotape or audiotape, in photographs, or in any other recorded medium. I understand that these recordings may be used in any medium, including print, Web, social media networks, video or audio.

- (b) Use my name, likeness, voice, and biographical material in connection with recordings.
- (c) Exhibit or distribute such recording in whole or part without restrictions or limitation throughout the universe in perpetuity for any educational or promotional purpose, which Oregon State University and those pursuant to its authority, deem appropriate.

I waive any right I might have to inspect and/or approve the finished medium, or the use to which it may be applied.

I understand that Oregon State University is not responsible for the unauthorized use of my name, likeness, voice or biographical material by third parties, including, but not limited to downloading of images and videos from the Internet or social media networks such as YouTube, Facebook or Flickr.

I represent that I am at least 18 years of age and that I have read and fully understood the above paragraph and am knowingly and voluntarily executing this release without compensation to myself.

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*Signature*

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Name

---

Street

City

Zip

---

Telephone

E-mail

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Parent/Guardian signature (if under 18)