

Community Service & Volunteering Checklist

WORK
SHEET

ORGANIZATION	CONTACT	EMAIL ADDRESS	WEBSITE

Brainstorm:

What skills do you have that you could offer a community service organization?

What skills are you hoping to learn from a volunteer experience? How might they tie in with your potential college major or future career?

Before you contact an organization, do a little research:

Review the organization's website. What is the mission of the organization?

Make a list of reasons you might want to volunteer with this organization.

Make a list of questions to ask the organization representative:

- What are the volunteer's primary responsibilities?
- How many hours a week/month are expected?

- **Create a résumé that highlights the skills you listed above. Take it with you when you are seeking an opportunity to volunteer. Check the Communications Unit for tips on creating this résumé.**
- **Gather your transcript and test scores in case the organization wants to know more about you.**