**The Community Service Leadership Project **

***“Leadership is not just about you, it’s about giving back to others. We hope that our students will leave here recognizing that the world is not just about for-profit business or about becoming a CEO as quickly as you can, but about being a contributing member of a community.”*** *Chris Riordan, Director, Institute for Leadership Advancement, Terry College*

**Purpose/Motivation for Project:** The purpose of the community service team project is to experience first hand the leadership concepts of “contributing to the community and giving back to others”, to integrate what you are learning in class, and to learn more about your own and others leadership skills.

**Outcomes for Project Assignment:**

* To develop and implement a meaningful project in collaboration with the leadership of a community service organization.
* To learn about effective teambuilding and collaborative work.
* To present project results to the project stakeholders.

**Community Service Project Scope and Process**

Early in the semester, your team will identify/target a nonprofit organization. In collaboration with the leadership of that organization, your team will design and implement a meaningful project. *This is not a passive activity where you and your team members show up and volunteer for a prearranged community service event (such as walk-a-thons, Habitat for Humanity, etc.).*  This project requires project identification, planning, coordination and execution of effort from all group members. Ultimately, the community service project you design should benefit the organization in a meaningful way, utilize your team’s resources in a creative way and help you integrate what you have learned in class.

**Identifying Your Community Agency:**

If you need assistance in identifying possible nonprofit organizations, you might call the United Way of Lowndes Country, 245-1222 to get a listing of volunteer needs in the area. (For some ideas see UGA’s web page “Communiversity “ (<http://www.uga.edu/communiversity/>). You do not need to conduct “a community event” per se. You may also provide some on-going service for the organization, or produce some “product” such as a website, an in-depth analysis and plan to meet some need or contribute some service. You may wish to contact Ms. Cheryl Hatcher in the Langdale College Decision Center if you wish to work with the [Humane Society of Valdosta/Lowndes County](http://www.humanesocietyofvaldosta.org/). [Other Organizations](http://www.teacherresourcebank.com/GSTEP/ComServOppot1.htm#The%20Haven)

[Alex's Lemonade Stand](http://www.alexslemonade.com/aboutthestand.php)

Hint: It will be very helpful to you later if you keep a journal during this process…keep notes on what happened, what went right, what went wrong, your assessment of leadership and teamwork during the various stages. It’s OK if your team makes a mistake if you recognize it, fix it, and learn from it!

**Deliverables, Assignments, Instructions and Due Dates**

**1. Community Project Proposal Due: Wed, Aug 30, 2007**

Write a 1-page proposal to include the following:

- Team number, team name and team member names

- Organization name and address; name, email address, agency contact phone number

- Descriptive Statement of Project. Include as many specifics as you can about your potential project. (e.g., what you want to do (outcomes), dates, how obtain resources, contact persons or organizations that you will use in providing services, etc.).

**Project Approvals:** I will review your proposals and provide feedback for suggested changes if needed. Once I approve your proposal, you are free to proceed. Review the approved proposal with your organizational contact. Make sure both the agency and your team are in agreement with project outcomes. Both the team and the community contact need to “sign off” on the project agreement. Notify me by email when you have reviewed the final proposal with your community contact and received a signed agreement on the project.

**Project Status Reports:**  Throughout the semester I will ask your team to provide status reports via email or in-class update on how you are progressing on your projects. ***Keep a record of team meetings both in class and outside of class, and a record of member attendance. Your instructor may ask to see this without notice.***

**Leadership Role Assignments:** Your team must determine who will hold the leadership role at any particular time. However, you must appoint a different team member for each of the following project segments:

1. **Project Determination** – team leader until the team has decided upon the project it will undertake and has received approval from the Instructor.
2. **Project Planning** – team leader while the project is being planned and until the project actually begins.
3. **Project** – team leader while the team is performing its SLP project.
4. **Presentation Preparation** – team leader while the team is preparing for the final presentation.

Obviously, not every team member will be able to assume a team leadership role. For those of you not appointed by your team, consider why your team did not choose you to assume a leadership role, and what you would have done differently than each leader your team chose.

**Important!!! Your team may fire a non-performing member. Non-performance in a teamwork and leadership project will not be tolerated. All remaining team members must agree that it is appropriate to fire a member, and must meet with the Instructor in person. Bring documentation (e.g., non-attendance records), and if the Instructor agrees the non-performing team member should be fired, that student will receive an F for the project.**

1. **Team Presentation: “Show and Tell” Time Due: Nov 26, 2007**

Each group will be allotted 25 minutes to “show and tell” us about your project, plus 5 minute questions and feedback time. See the categories and questions listed below to guide your preparation foryour team presentation. Contents should include a brief discussion of items listed below in some way. However, teams may cover additional information as the time allows. The specific grading criteria for Team Presentation is posted on the SLP web page.  
 ***All team members are to be involved in the delivery of the presentation in some way.*** Be creative in your delivery. Audio-visuals are encouraged and can be used in any form: transparencies, flipcharts, posters, handouts, video, digital pictures etc. PowerPoint slides are *not* required, but are very useful and effective. Please invite your organizational contact to come to our class the day that you present. It is understood if they can not make it, but it would be nice to invite them (parking passes can be arranged through the Transportation and Parking Dept.).

**Presentation Categories/Questions**   
 **Project Team Identity**: What is your Team name?  
 **Service Organization Background:** What is your Organization’s name and mission?  
 **Project Criteria and Selection**: How did you select your agency? What criteria did you use to make your selection? (Criteria)  
 **Project Planning: Outcomes, Evidence and Motivation:** What were your project outcomes? What did you want to accomplish by the end of this project? (Outcomes) What did you see, hear and feel to know that you were done? (Evidence) What did this project do for the organization? Do for the community? Do for the team? (Motivation/higher level outcomes).

**Project Coordination: Roles and Ground Rules:** What role(s) did each member play on the project? How did you integrate the expertise, skills and interest of your team members with the outcomes of the community organization? How was the leadership role defined in the team? (Roles) What were your main ground rules for working together with your community agency? E.g. how did you communicate with each other? How were decisions made? How did you deal with conflict? Etc (Ground rules)  
**Project Execution, Results:** How did you execute/implement your project? When you implemented your project, what evidence did you have that your team delivered the results/outcomes the organization wanted?   
**Worthwhile Check:** What did the organization gain by conducting this project with your team? What did it lose? Was it worthwhile for the organization? Was it worth your team’s effort? On a scale of one to 10, did the organization and the team get their outcomes?

**Lessons Learned:** What were three most important lessons your team  
learned about leadership from this project experience? What were the three most important lessons you learned about teamwork?   
**Celebration:** How did you celebrate your team’s efforts?

**3. Team Project Executive Summary Due: Before your presentation**Each team will write a three-page double-spaced summary. Include a brief project description, outcomes and evidence and final results. Your summary may include bullet point statements in lieu of paragraphs.

**Grading Criteria** The following criteria will form the basis for evaluating your team presentation and your team’s executive summary. A grading rubric will be posted on the SLP web page.

**Presentation**: **Clarity, Organization, Delivery**

*Clarity of Content*--points of presentation clear and easy to follow; appropriate information presented. *Organization and logical flow* -- points integrated and make sense; smooth transitions between topics and/or speakers. *Delivery--* all team members involved, presentation maintained audience’s attention, topics presented in an interesting manner. **Executive Summary completed per #3 above.**

**Individual Paper: Clarity, Organization, Overall Quality**

*Clarity of content-*as above; *Organization and Logical Flow-*as above; *Overall Quality-*  care and critical thought are demonstrated about the topics and insights on content and experiences; demonstrates the integration of your experiences with course content and their impact on personal leadership (lessons learned).

**Have a great time!**

