

Documenting the Process

This activity will allow members to:

- Reflect on others' perspectives.
- Improve communication skills.
- Be creative.
- Practice active listening.

Materials needed:

- One worksheet per member (print it at buildersclub.org/IDEA)
- Pens or pencils
- A projector
- A computer or tablet

How to lead this activity:

It's almost time to execute your service project. Just one last activity before the big day! It's so important to take photos and video, and get quotes from people who help.

1. Begin the club meeting by congratulating everyone on the hard work they have done so far. Remind them that the service project is now just days away, and there's one more activity to complete: Learning how to take the best photos and videos and get quotes from people at the service project. This will let everyone see the great work being done.
2. Give each member a Documenting the Process worksheet.
3. As a club, read through the list of tips for taking good photos.
4. When finished, have the club review the tips for writing good questions.
5. Ask members to form groups. Choose one of these ways to do it:
 - a. Using numbers 1–4, assign each member a number.
 - b. Ask members to count off 1–4.
6. Ask each group to write sample questions to ask others during the service project.
7. When everyone is finished, ask one person from each group to stand up and share their examples.
8. When the activity is over, thank everyone for their time and participation. Encourage each member to take time during the service project to take photos or ask others for quotes. That way, the club will have a lot to share with people after the service project is complete—which means the club will keep bringing awareness to the cause.

Documenting the Process

Capturing the Service Project

A good photo or video tells a story. How do you do that? With these easy tips:

- Catch people in action, not just standing for a photo.
- Take photos of action happening up close, not far away.
- Keep the camera still so the photo or video won't be blurry.
- Make sure to get people's faces, so you can catch their smiles and other emotions.
- Take photos in areas with lots of light.
- Aim your camera so subjects are on the left or right side of the shot, not in the center.

Capturing the impact

Showing your community what others think is one of the best ways to advocate for your cause. How do you find out what people think of your service project? By writing good questions. Here's how:

- Keep questions short.
- Ask questions that cannot be answered with a simple yes or no.
- Ask people what they know. (Example: Why do you think this service project is happening in your community?)
- Ask about people's actions. (Example: Why are you here today?)
- Ask about people's feelings. (Example: How do you feel about this service project happening in your community?)
- Ask for more information if you don't understand an answer. (Example: Could you tell me more about that?)

Now, write your own questions!