

Assess Service Project Impact

In this activity (featured in the *Service Toolkit*):

It's time to wrap up the service project process! Members will hear the results of their service from the perspective of the service partner, organization, or agency that your club served. Members take time to reflect and record what worked during service, what they would do differently, and what they would change in the future. This kind of assessment is the key to continued improvement for high-impact service. Members will also recognize the important skills they worked on.

This activity will allow members to:

- Measure their impact by hearing from the organization they helped.
- Practice communicating and listening to each other.
- Use critical thinking and analysis skills.
- Reflect on the service project process.
- Collaborate as a team.

Materials needed:

- One Evaluation worksheet per member
- One blank sheet of paper per member
- Pens or pencils

How to lead this activity:

PRIOR TO THE MEETING:

1. With the help of your advisors, ask someone from the organization or institution that benefitted from your club's service project to (1) speak at the next club meeting, (2) record a video to show at the meeting, or (3) write a brief note for club officers that share data and feedback with members the following:
 - a. What was received by the institution as a result of the project
 - b. Who or what benefitted from the project (including how many benefitted)
 - c. Examples of the project's impact on clients or the cause of the institution

AT THE MEETING:

1. Give every member an Evaluation worksheet and a blank piece of paper for notes.
2. If the organization's representative is attending your club meeting:
 - a. Encourage members to ask questions and take notes and then
 - b. Introduce him/her/them and listen as they speak.
 - c. When the speaker is finished, ask for a few volunteers to share what it felt like to work with the organization/institution and how it felt to serve.
 - d. Thank him/her/them for providing the opportunity for the club to serve their clients and for visiting the club.
3. If the organization sent a video, show it to members.
4. If the club receives a report from the organization or institution, an officer will read the report to the club.
5. After hearing about the impact of the project from the community partner's viewpoint, ask members to form groups of four to provide their own evaluation

of the impact.

6. Ask each group to complete the Evaluation worksheet as they discuss each of the three evaluation points. In the first oval, group members record what the club did well while planning and executing the service project. In the second, write what could be done differently for the next service project. In the third circle, write how members can work better together next time.
7. When everyone is finished, ask for volunteers to stand up and share their answers. Thank each member who speaks.
8. Tell members to save their Evaluation worksheets. They will use them at the next club meeting to create a presentation about the service project.

EVALUATION worksheet

Member: _____

1. Now that the service project is complete, discuss and record what went well and what you would improve in future service efforts.

The form consists of three large, vertically-oriented ovals arranged horizontally. Each oval is a different color and has a text box at the top. The first oval is light blue and contains the text 'What we did well in planning and carrying out the project:'. The second oval is light green and contains the text 'What to do differently next project:'. The third oval is light yellow and contains the text 'How we can work better as a team next time:'. The ovals are empty for writing.

2. List three skills you personally used and improved during the process of investigating, planning and executing this service project:

1st skill: _____
2nd skill: _____
3rd skill: _____