If you or your student organization are looking to set up a service project, here are some helpful tips to get started.

Set-Up Tips:

- Consider what social justice issue you want to focus on and how many people are participating. Some organizations will have difficulties accommodating larger groups.
- Utilize our non-profit directory as a starting point for agencies in the Indianapolis community.
- Contact the non-profit’s volunteer coordinator (their information is usually available on the organization’s website).
- Tell the volunteer coordinator the size of your group and that you are interested in setting up a project with them. Make sure to ask them what, if anything, they need done. It is important to not tell them what you want to do because this may not be the agency’s greatest need. It is very important to respect community voice (learn more about the critical elements of service here).
- Make sure you confirm the time, date, and location.
- Ask if you need to bring any tools or wear certain clothes (i.e. closed-toed shoes, long pants, clothes that can get dirty, etc.).
- Make contact with the volunteer coordinator a few days prior to the set date to make sure everything is a go.
- Complete your project.
- Complete a reflection upon your return.

Other Tips:

- Confirm with your fellow volunteers a few days ahead of time so that you are aware of cancellations.
- Have your group meet a little early if you need to take attendance.
- While at the site, ask the staff about their experiences to learn more about the organization.
- Ask for a tour of the non-profit, if appropriate.
- If you are going to take pictures at the site, check with staff first to make sure it is okay.