1. **Community Voice** - Community voice means listening to the needs of the organization in which you are serving. Community voice is essential to build bridges, bring about change, and solve problems. Any community service organization should make sure that the voice and needs of the community are included in the development of the community service program.

2. **Orientation and Training** - Orientation and training are important first steps for any community service experience. Information should be provided for all volunteers about the community, the issue, and the agency or community group in which you are serving.

3. **Meaningful Action** - Meaningful action means that the service being done is necessary and valuable to the community itself. Meaningful action makes people feel like what they did made a difference in a measurable way and that their time was well used. Without this, people may not want to continue their service no matter how well you have met the other four critical elements.

4. **Reflection** - Reflection is a crucial component of the service learning experience. Reflection should happen immediately after a volunteer experience. It is a time to discuss reactions, share stories, and explore feelings. Reflection is also a great time to present additional facts about the issue at hand and dispel any stereotypes or an individual's alienation from doing service. Reflection is meant to place the experience into a broader context.

5. **Evaluation** - Evaluation measures the impact of a service learning experience and the effectiveness of the service in the community. Students should evaluate their learning experience and agencies should evaluate the effectiveness of the students’ service. Evaluation gives direction for improvement, growth, and change. Quality community service should challenge students to educate themselves about the issues surrounding their involvement, so that they can better understand and work with various communities. Each experience should be designed with the intent of creating long-term solution, while ensuring independence, mutual education, dignity, and respect for all people.
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: