

Recommendations from **Volunteer Coordinators**

Communication is the biggest factor for SUCCESS. “Be explicit and clear about goals, expectations and roles. Who calls whom next? Who will actually do the leading?”

“Community organizations appreciate being included in the planning process.”

*“It’s so wonderful if the teachers send the written reflection activities to people at the agency! Student reflection papers have been the inspiration for more than one Sunday’s sermon at **Glide Memorial Church.**”*

“Teachers need to provide information about the culture and policies of schools.”

“A 20 minute face-to-face planning meeting between teacher or youth group leader and agency staff person will make the whole service experience go better.”

“Get information about the organization -- its mission and policies -- and **share that information** with the youth *before* you arrive with your group.”

“Adults who come with a group of youth need to *supervise their group*, and not relinquish that responsibility in the hope that the adults at the community organization will assume it.”

Other Recommendations:

- Call more than two days before a scheduled project to confirm.
- When leaving a phone message, state exactly when you can be reached.