



Service Saturdays Quick Reference

Sponsored by the SRU Bonner Leader Program

Purpose: Empower Bonner Leaders to support the mission and work of their community sites through the creation and facilitation of meaningful service and learning opportunities for SRU students to volunteer at/with the organization through a ½-day Service Saturday experience.

<p>Goals</p>	<ol style="list-style-type: none"> 1. Increase organizational capacity to leverage SRU volunteers 2. Increase access for SRU students to volunteer in the community 3. Provide leadership experience for Bonner leaders through service event coordination 4. Promote high quality service experiences (orientation, reflection, impacts)
<p>Objectives</p>	<ol style="list-style-type: none"> 1. Involve 200 verified SRU students annually 2. 75% (150) of the 200 volunteers are non-duplicate 3. Bonner leaders serve as coordinators and up to one assistant (single placements) 4. 100% of volunteers submit impacts (verified hours and evaluation of event) 5. Promote OCEL/campus collaborations (i.e. Residence Life, Athletics, Student Engagement & Leadership)
<p>Strategy</p>	<ol style="list-style-type: none"> 1. All Bonners receive RockServe training for event administrator for their organization at time of site placements. 2. Trained on high quality event coordination 3. Posted/recruited/verified on the organization’s RockServe portal 4. Achieve non-duplication goal through recruitment through OCEL/campus collaborations (expands pool/outreach and increases accountability) 5. T-shirts are given to volunteers ONLY after impacts and evaluation is logged
<p>Criteria for Approval</p>	<p>Bonner Leaders MUST have:</p> <ol style="list-style-type: none"> 1. Verified RockServe event administrator training quality service experience training 2. High quality service experience training 3. At least 6 weeks anticipation of event 4. Recruitment strategy (on campus collaborators) 5. Minimum participant requirements <ol style="list-style-type: none"> a. Butler – minimum of 25 b. Slippery Rock – minimum of 15

Stakeholders	Benefits	Primary Roles
Community Organization (Bonner Leader Site)	Access SRU student volunteers Build capacity for volunteer management.	<ul style="list-style-type: none"> ● Identifies volunteer activities at site or in the community. ● Assists with facilitation of student learning. ● Involves other stakeholders as appropriate and desired.
Bonner Leader Program	Bonner Leaders gain Leadership experience (skill development – i.e. coordination, communication, etc.)	<p>Serves as Volunteer Event Administrator</p> <ul style="list-style-type: none"> ● Manages Rock serve Event posting on behalf of organization. ● Recruits SRU student volunteers ● Coordinates all logistics ● Executes the Service Saturday in collaboration with community organization. ● Conducts post-event reflection.
Office for Community-Engaged Learning	Provides SRU students additional service and learning opportunities.	<p>Administrative Oversight & Support</p> <ul style="list-style-type: none"> ● Provides RockServe support as necessary. ● Reserves and pays for transportation for SRU student volunteers. ● Provision of volunteer lunches and T-Shirts. ● Mentoring of Bonner Leaders for quality service experiences.

What constitutes a high-quality service experience?

- Service activities are well defined
- Orientation at the beginning of the event
 - Introductions for students and organization members
 - Connection to organization mission/work (i.e. placing service in context)
- Learning portion
 - Speech from a community/organization director/member, etc.
- Bookend the experience with an orientation and reflection
- Lunch is provided for volunteers
- Reflection and discussion at the end

Service Saturdays Checklist

- Semester Prior to the Service Saturday
 - Have the organization and date identified
 - Complete [Event Admin Tutorials for OCEL Student Workers](#)
- 6 Weeks Prior
 - Establish a timeline during a team meeting
 - Set up meetings for recruitment strategy, RockServe training, and quality service experience training
- 5 Weeks Prior
 - Build the event on organization's portal on RockServe
 - Ask Kristen to reserve a bus (Butler only)
 - Recruitment and promotion
- 4 Weeks Prior
 - Recruitment
 - Have a team meeting to discuss quality service experience
- 3 Weeks Prior
 - Recruitment
- 2 Weeks Prior
 - Recruitment
 - Finalize schedule for Service Saturday
- 1 Week Prior
 - Registration closes at the beginning of the week
 - Decided if event is happening based on number of registrants
 - Order lunches
- Service Saturday
 - 4 – 5 hours
- Week After Service Saturday
 - Students will log impacts and event manager will approve them
 - Hold an evaluation meeting to discuss the outcome of the event

Sample Itinerary

- 7:45 am – 8:15 am: Event check-in
- 8:15 am – 8:45 am: Travel to event site (Butler only)
- 8:45 am – 9:00 am: Student and community partner introductions
- 9:00 am – 9:15 am: Orientation
- 9:15 am – 12:00 pm: Service portion
- 12:00 pm – 1:00 pm: Lunch and reflection
- 1:00 pm – 1:30 pm: Travel back to SRU (Butler only)



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