



F-Troop

Community Service Guide

Overview:

This handbook is designed to provide information, guidance, purpose, and basic guidelines for company-based community service initiatives. “Community service” events will be defined as non-curricular opportunities to partner with and serve “appropriate” non-profit organizations to provide authentic and meaningful support in keeping with the institution's goals of instilling an ethic of duty, honor, and respect.

“Without a sense of caring, there can be no sense of community.” - Anthony J. D'Angelo

Disclaimer:

This document cannot begin to cover every situation, contingency, or consideration that goes into planning and conducting a successful community service project. It does not supersede laws or any college or cadet regulations. Sound judgment, risk management, solid planning, and responsible execution are non-negotiable and an expectation of any and all endeavors. If you have a question as to the legality, safety, or general appropriateness of anything that is happening or you believe might happen, it IS YOUR DUTY to intervene or to express your concerns to the on-scene commander (OSC) (duty team leader), or the person-in-charge (PIC). If you are not satisfied with the results of your inquiry, you shall express your concerns to the Company Commander and/or Tactical Officer immediately. Watching any obvious problem develop and play out is unacceptable. Duty, Honor, and Respect are your charge, and ethical leadership is the expectation.



Ground Rules:

- All participation is voluntary, but commitment is absolute. (You do not have to volunteer, but, if you do, you will be expected to be present for your entire duty shift to provide the highest level of support.)
- Community service participation is not a “Quid pro quo” arrangement. Civic engagement should provide an inherent sense of satisfaction, and under the best of circumstances, no extrinsic “reward” should be expected nor offered. However, time and resources are valuable commodities and the selfless provision of either or both will be considered when special needs might be requested in the future.

“Open your eyes, look within. Are you satisfied with the life you're living?” - Bob Marley

Benefits:

“Too often we underestimate the power of a touch, a smile, a kind word, a listening ear, an honest compliment, or the smallest act of caring, all of which have the potential to turn a life around.” - Leo Buscaglia

- Positive community impact: Most non-profit organizations that we work with require volunteers in order to execute their mission. Without us, the money and the time resources are not available to achieve the intended and necessary outcome. When we give, things happen, and it makes everything better. Everything.
- Mentoring opportunities: Making good connections in the community is always a positive experience. We have much to offer, and we have much to gain from these experiences. Any or all of us might make a very big connection to an individual (or group) and/or a new area of interest. We will impact others, while others teach us.
- Experiential learning outside the classroom: You will most certainly expand your comfort zone, your knowledge base, and your social circles.
- Operational and logistical planning and problem-solving: Prior planning and coordination are essential to success, but, even then, situations evolve. There is great personal value, growth, and satisfaction in successfully accomplishing a project goal, particularly when the stakes are high and things get challenging.
- Real-world leadership opportunities: Leadership and followership opportunities abound.

- Possible employment connections: It is entirely likely that you will meet someone who can help you down the road. It is imperative that you give that person (people) the most professional experience that you can.

“If you love what you do, you will never work another day in your life.”
– Confucious

- Personal and Institutional reputation: We will all benefit as individuals and as an organization (F-Troop and The Citadel) from a positive work experience as volunteers. It is not why we are there, but we will take it, nonetheless. It is a big deal. The community and the world watches and notices what we do and how we do. Construct, nourish, develop, and cherish your reputation. It precedes you.
- Enhanced self-worth: As individuals, we stand to gain feelings of goodwill that will provide tangible health and mood benefits. In short, giving makes you feel better about yourself. This translates into enhanced performance in other arenas. It improves your life and how you perceive yourself. More than just feelings, medical studies support connections to service and reduced rates of depression.

“Every man must decide whether he will walk in the light of creative altruism or in the darkness of destructive selfishness.” - Martin Luther King, Jr.

Personal Suggestions:

- Do not underestimate the importance, the value, or the commitment and effort required to successfully execute a community service event. It’s not just all fun and games, but, ultimately, it should be well worth the efforts. If it is not, reconsider your partnership.
- Make sure the endeavor makes sense, both operationally and logistically for you and the other party. Closed weekends are difficult to work with. Getting transportation to and from the Pacific Northwest (or even Columbia, SC) can be difficult. Raising thousands of dollars can be difficult. Do your homework and your research prior to pursuing and committing to a community service project.

“Never believe that a few caring people can't change the world. For, indeed, that's all who ever have.” - Margaret Mead

- Ensure you have reliable people on the job. If your volunteers are not fully committed and locked in, they will have a tendency to bail at the last minute because they found a better personal deal, or show up with their “B or C game.” We cannot afford either. On time, on task. Committed. Period.
- Have a strong leader in charge and have a good plan. When things change, you want to have a capable executive-type around to make the appropriate command decisions and to keep things under control.
- Do not make assumptions. Ask every question. Insist on every answer. Be explicitly clear on what is expected and what the situation will be (times, duties, etc.). Both parties enter into an agreement of partnership with a clear understanding of what is expected of the other. Make sure that volunteers are fully briefed and updated as necessary. Last minute changes are navigable with good prior planning and timely communication.
- Professionalism is a demand and an expectation. You would not show up late and out of uniform with a meeting with The Commandant or for a job interview with Boeing. Give the same amount of respect to any non-profit that you work with. That point of contact with the American Red Cross or Dragon Boat Charleston may be your next boss, or know a potential boss. You are always on stage. Act the part.
- Some things to consider:
 - Language (includes body language and poise), Personal appearance, and Attitude.
 - Show up early/Go home late (if need be). Finish what you start.
 - Be ACTIVE. Find things to do. If you are under-tasked or finish something early, find things to do. ASK for your next mission. Don't make people come for you. YOU find them. You will make a huge impression (YWMAHI).
 - Talk to people. Socialize with your teammates and also with other workers or people that you are there to support (YWMAHI).
 - Keep eyes open and observe everything. Despite your best intentions, others may not share your work ethic or your vision. Things may deviate from the plan. If you see an opportunity to make a positive correction, make it.

"People judge you by your actions, not your intentions. You may have a heart of gold, but so does a hard-boiled egg." - anonymous

Works Cited:

<http://www.nationalservice.gov/serve-your-community/benefits-volunteering>

<http://www.spsk12.net/files/2013/06/Community-Service-Graduation-Requirement-Handbook-2013.pdf>

http://www.nationalservice.gov/sites/default/files/documents/VIA_tips_volunteering.pdf

http://www.nationalservice.gov/sites/default/files/documents/VIA_tips_volunteering_college.pdf

Appendix:

http://www.nationalservice.gov/sites/default/files/documents/VIA_tips_volunteering_college.pdf
http://www.nationalservice.gov/sites/default/files/documents/VIA_tips_volunteering.pdf

Volunteering in America: State Trends and Rankings

Tips for Volunteering

10 TIPS ON BECOMING “THE RIGHT” VOLUNTEER

1. Research the causes/ issues that are important to you and choose a group that fits (environment, youth, veterans, senior citizens, animals, arts, disaster relief, etc.). Think outside the box! Find your niche. Can't find the option that works for you? Create your own! Be creative. Be proactive. Make it happen.

2. Consider what you have to offer (your skills) and what you are good at: outdoor work, teaching, mentoring, computers... Think about your specific personality and how your organization skills or communication style might fit with different organizations or activities. Use volunteer time as an opportunity to explore career options, and gain training and professional development. Volunteering is a great way to experience first-hand what a potential position in a particular career field could be like AND to get valuable references. You might discover a career through your service. You can certainly launch yourself in the right direction (AmeriCorps, for example, offers an education award of \$4,725 in exchange for a year of service.) Ask professors and academic counselors about opportunities that are specific to your field of study and your academic interests. If you are thinking about going on to graduate study, getting involved in your field as a volunteer is a great step towards becoming an expert.

3. Don't wait to be asked. There are many ways to find organizations that are looking for volunteers. Ask your friends, professors, or colleagues about their own volunteering activities. Word of mouth is the best way to learn about opportunities. www.volunteer.gov is a great online reference, or visit a local volunteer center, Cadet Activities, your TAC, a campus club, or the chaplain for guidance. The internet has the world at your fingertips. Be active. Make contact.

4. When you find an organization that fits with your interests, request an interview and plan for it in much the same way that you would plan for a job interview. Be ready to describe your interests, qualifications, and background, and also be prepared to ask your interviewers about their organization and the benefits they offer to their volunteers. An interview will allow you and the organization to find the right match for your skills and interests.

5. Find the volunteer activity that fits your schedule. Organizations need different levels of commitment for different types of volunteer activities. Serving as a mentor, for example, will require a regular, intensive commitment, while volunteering for a walk-a-thon is a seasonal commitment. Time permitting, consider an “alternate spring break” or summer mission trip to a foreign country. More locally, natural disasters (hurricanes, earthquakes, tornadoes) often provide ample opportunities to take on critical relief projects. Commit to a project, but don’t over-commit yourself. Make sure you come through as a dependable volunteer.
6. Volunteer with friends or as a family. Seek opportunities that are suitable for families to do together, or for a couple or a group of friends to take on as a team. Ask your friends to help. Studies show that the number one reason people volunteer is because they were asked - make a difference together. Volunteering with others can be a great way to get to know people better and can help keep you excited about volunteering. The flip side is that you can also meet new people! Volunteering provides a great atmosphere to meet people from different backgrounds with similar interests. Broaden your horizons.
7. Virtual Volunteering- yes, there is such a thing. If you have computer access and the necessary skills, some organizations now offer the opportunity to do volunteer work over the computer. This can be a great way to get started in volunteering, and can also provide a way to volunteer at home on a flexible schedule.
8. Don’t give up! If you find that your volunteering experience is not all that you expected, talk to your volunteer supervisor or coordinator about it. Think of what could make it better and check with them to see if your ideas are possibilities.



F-Troop Community Service CHECKLIST

My/Our name(s): _____,
and contact info: Phone: _____, and Email: _____.

Partnership would involve (organization name): _____.

Our mission/goal: _____.

Our motivation: _____.

Partner point of contact (name(s)): _____.

and contact Phone: _____, Email: _____, Website: _____.

I/we have worked with them previously? Yes or No .

- The Community Service Project benefits the Company and The Citadel.
- The goals and missions are inline. _____
 - The date(s) and times are open. (check the Regimental Schedule, the Guard Schedule, the Academic Calendar, etc.) _____

- Contact has been made with the other party, and they are interested in us as a service provider / partner. _____

- An interview has been conducted to insure that all expectations have been discussed.
- Ample Cadet/Volunteer support availability/interest? _____. How many bodies? _____
 - Hours? _____. If an all-day/multiple day affair, is shift work acceptable? _____
 - Duties and Responsibilities? _____
 - Is fundraising required or expected? _____
 - Transportation/Parking? _____
 - Uniform(s)? _____
 - General Leave/Special Leave available? _____
 - Food and Drink? (if applicable) _____
 - Alcohol on premises? (if applicable) _____
 - Weather considerations? _____ Alternative plans/venues? _____
 - News/media coverage? _____ Other special considerations? _____

- Narrative: Describe in detail the community service project. (use back for more space)
- When:(day) _____ (date) _____ (start) _____ (stop) _____. Where: _____
- Who: _____

What/How: _____
