



## SERVICE LEARNING ACTIVITY REPORT FORM

**Complete this form after every service learning project.**

4-H GROUP \_\_\_\_\_  
 COUNTY \_\_\_\_\_  
 PROJECT \_\_\_\_\_  
 DATE \_\_\_\_\_  
 LOCATION \_\_\_\_\_

PARTICIPANTS Youth \_\_\_\_\_ Adults \_\_\_\_\_

White	Black	Hispanic	Am. Indian	Asian	Female	Male	TOTAL

- 1. Hours (total # of volunteers x # of hours) \_\_\_\_\_
- 2. Number of people benefiting from service \_\_\_\_\_
- 3. Estimated monetary value of service \_\_\_\_\_
- 4. Duration of the project (Start and end date of service) \_\_\_\_\_

Briefly describe service.

How did participants reflect on the service?

How many participants learned from the service? \_\_\_\_\_ What did they learn?

How many will use skills/knowledge gained through this service? \_\_\_\_\_  
 How will they use it?

Discuss the project with the beneficiaries of the service. How do they rate the project?  
 (circle one)

- 1. not effective
- 2. somewhat effective
- 3. effective
- 4. very effective
- 5. highly effective

In which of these service priority areas does the project fit? (select one)

- environment
- health
- public safety
- education
- other human needs
- other

Please return form as **projects are completed** to Lori Jean Mantooth, 4-H Seeds of Service Coordinator, at 205 Morgan Hall, 2621 Morgan Circle, Knoxville, TN 37996-4510; fax 865-974-1628; or e-mail [lmantoo1@utk.edu](mailto:lmantoo1@utk.edu). 4-H groups may also submit this report on the "Tell us!" page of the 4-H S.O.S. website: <http://www.utextension.utk.edu/4h/sos/>.

# HELPFUL HINTS FOR COMPLETING THE SERVICE LEARNING ACTIVITY REPORT FORM

## 3. Estimated monetary value

What do you think your service was worth to the community? You can estimate what it would have cost to hire someone to do what you did. You can also estimate the dollar value of the volunteers' time. For youth, value their time at minimum wage, \$5.15/hour. For adults, use \$15.00/hour.

## 5. Briefly describe the service.

What did you do? Where did you do it? How did you go about it? Whom did you serve? What did you accomplish? What were your goals and learning objectives?

*example: Mrs. Smith's 4-H Explorers Club wanted to help feed the hungry during Christmas. We helped the Clover County Food Bank by collecting 10 boxes of canned food. We also wanted to learn to organize a food drive, so we had collection boxes in every 4<sup>th</sup> grade classroom and at two local businesses.*

## 6. How did participants reflect on the service?

Reflection is one of the most important parts of service learning. It's when the volunteers think about their service and what it meant to them. What did they learn? Why did it matter? What will they do with what they learned? Tell us how your group reflected on their project.

Here are some ideas for ways to reflect:

- |                      |                |                            |
|----------------------|----------------|----------------------------|
| < group discussions  | < portfolios   | < collages                 |
| < paintings          | < scrapbooks   | < essays                   |
| < poems              | < art projects | < sculptures               |
| < newspaper articles | < murals       | < drawings                 |
| < video tapes        | < role playing | < slide shows              |
| < photographs        | < journals     | < jingles                  |
| < bulletin boards    | < puppet show  | < guide for new volunteers |

## 7. How many participants learned from the service?

For this question, the easiest way to get an answer is to simply ask your group to raise their hands if they learned something while participating in the service.

### What did they learn?

Did your group learn skills related to a 4-H project area? Did you learn "life skills" such as communication, problem solving, or concern for others? What else did you learn?

*example: Our 4-H group learned to organize a food drive and about how the homeless need our help.*

## 8. How many will use skills/knowledge gained through this service?

As with number 7, the easiest way to get an answer for this questions is to simply ask your group to raise their hands if they will use what they learned.

### How will they use it?

If they say they will use what they learned, ask them how. What will they do with what they learned? Will they plan another project? Will they be more aware of this issue? List their answers.

## 9. Discuss the project with the beneficiaries of the service. How do they rate the project?

It is important to know how the people you served felt about the project. Did they think it was effective in reaching a goal? Did you help others as you had planned? Use the **Direct Beneficiary Survey** or **Indirect Beneficiary Survey** from 4-H S.O.S. to evaluate the project. (Contact your 4-H agent if you need copies of the survey.)

For more information on service learning and 4-H S.O.S. visit

**[WWW.UTEXTENSION.UTK.EDU/4H/SOS](http://WWW.UTEXTENSION.UTK.EDU/4H/SOS)**

or contact Lori Jean Mantooth in the state 4-H office.