

DELTA CHI

FRATERNITY

OFFICER RESOURCE: SERVICE EVENT PLANNING

Once your chapter/provisional chapter has [identified a local service partner](#), it is time to determine how to give back to the community, based on their needs. Taking time to properly prepare for your service event helps to ensure that you achieve your objective, provide a rewarding experience for your members, and contribute to a positive reputation with the service partner and the community. Here are a few tips to help you plan a successful event, and how to reflect on the service afterwards.

STEPS FOR SERVICE EVENT PLANNING

The process of planning an event begins by determining what type of service your members want to participate in, as it will help to create buy-in and interest among your members. If you have identified a partner already, this will determine the type of service you will be performing. Here's some steps to consider as you plan:

- **Set the Date:** Work with the service partner to identify a mutually beneficial time. Consider your chapter/provisional chapter's calendar and member availability before agreeing to a specific timeframe. You will also need to consider the needs and availability for your service partner. Once the date, time, and location is selected - communicate that information with your members often, and consider travel times to and from the location.
- **Gather Supplies:** Event event is different and may require different items (ex. bags and gloves for trash pickup, tools for repairs, certain clothing requirements, etc.). Ensure that someone is identified and responsible for communicating these expectations and bringing resources to the service project.
- **Share Expectations:** Before arriving to your service partner's location, share the history or mission of the organization with members to better understand the benefit of working with this partner. Verify with your service partner about if photos are able to be taken during the activity, and share any special instructions with members before arrival.

REFLECTING ON SERVICE

One of the most important aspects of engaging in service is to reflect on the experience with members after the service activity has concluded. Below are some guidelines:

- **Set the scene:** Find a quiet spot for your discussion. This could be at the service site, in a room on campus, or at a chapter facility after you have returned from the project. Consider having your service partner participate or share their perspective on the day.
- **Ask questions and listen:** You'll want to ask members about impactful moments, how they feel that service enhances the brotherhood experience, and how their viewpoints may have changed as a result of participating in the service activity. While conversation should be natural and free-flowing, make sure to set expectations of listening to one another throughout the discussion.
- **Provide a report:** At the next meeting, share with all members about the experience and the next opportunity they will have to engage with the partner at another activity.