QUICK TIPS

SERVICE ORGANIZATIONS

Several student organizations exist for the purpose of providing service to the LU and Longview communities, and many living areas devote numerous hours per month to serving others. These groups deal with topics including:

- Children’s needs
- Crisis intervention
- Environment
- Homelessness
- Hunger
- Literacy
- Senior Citizens
- Victim Support

For more information about the groups dealing with these topics, please contact the Office of Student Activities, MSC-1, x3127

The Center for the Development of Christian Leadership

The CDCL provides a link to many service projects in the Longview area. They can also assist in providing the theological and philosophical context for the basis of servant leadership.

If you or your group would like assistance in finding the right project to fit your needs and the time and resources you have available, please contact the CDCL at:

CDCL
Dr. Brent Ellis, Director
2100 S. Mobberly
Longview, TX 75602
(903) 233-3108

LEADING BITS

TOPICS

- Advising Groups
- Agendas
- Assertiveness
- Brainstorming
- Communication
- Community Service
- Conflict Management
- Constitution/By-Laws
- Co-Sponsorship with Other Groups
- Delegation
- Difficult Members
- Elections
- Evaluation Series
  - Group Performance
  - Individual Performance
  - Meeting Evaluation
  - Program/Event Evaluation
- Financial Series
  - Budgeting Organization Funds
  - Corporate Sponsorship
  - Fundraising
- Getting Involved
- Goal Setting
- Group Dynamics
- Icebreakers
- Marketing your Leadership Skills
- Meetings
- Minutes from Meetings
- Motivation
- Newsletters
- Officer Transition
- Parliamentary Procedure
- Program Planning
- Public Speaking
- Publicizing Events
- Recognition
- Recruiting Volunteers
- Retreats
- Starting an Organization
- Stress Management
- Team Building
- Time Management
- University Events

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Copies are available from the O|SA in MSC-1 or by calling extension 3127.

The O|SA staff offers programs and consultation in these and other areas of personal and organizational leadership.

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COMMUNITY SERVICE

Your group has the potential to make a positive difference in the community. By giving of your time freely and sacrificially, your group can provide a valuable service to the community. If your group is considering becoming active in the community through service work, here are some questions to ask:

**Should we do a service project?**
- Does your group have a consistent block of time that they would be willing to commit to a service project?
- Is your group interested in giving something back to the community?
- Has your group or members of your group ever done community service work before?
- Are your members committed to finishing projects that they start?

**What would be the right kind of project for your group?**
Once you decide to do a project, it's very important to do something the group as a whole enjoys; this is a key factor in getting the greatest involvement and sustaining the work over a long period of time.
- What interests does the group have?
  - Possible benefactors include children, senior citizens, victims, the homeless, the unchurched, the developmentally challenged, and the Red Cross to name a few.
- How many members will be able to help with the project?
- Does your group want to do an on-going project throughout the semester, or a one-time weekend project?

<table>
<thead>
<tr>
<th>On-going Projects</th>
<th>One-time Projects</th>
</tr>
</thead>
<tbody>
<tr>
<td>serving at a soup kitchen</td>
<td>painting a house</td>
</tr>
<tr>
<td>working with the Boys and Girls Club</td>
<td>building a play area for children</td>
</tr>
<tr>
<td>adopting a stretch of highway</td>
<td>a fundraising event</td>
</tr>
</tbody>
</table>
- Does your group want to work with people or collect/raise donations?

<table>
<thead>
<tr>
<th>People</th>
<th>Fundraising*</th>
</tr>
</thead>
<tbody>
<tr>
<td>visiting a nursing home</td>
<td>canned food drive</td>
</tr>
<tr>
<td>teaching others to read</td>
<td>bucket drives</td>
</tr>
<tr>
<td>adopt a “grandparent”</td>
<td>t-shirt sales, car wash, etc.</td>
</tr>
</tbody>
</table>

**How can we assure that the project will be successful?**
- **Why are we doing this project?**
  By examining the group’s motivation, expectations, and goals for the project, your group can determine the importance of the project. The members must take ownership for and support the project for it to succeed. They need to see that what they are doing is worthwhile and vital to someone else.
- **What is the incentive for your members to participate in and follow-through with the project?**
  Finding a way to reward or thank group members is very important. Helping others will be a reward in itself for many individuals who understand its earthly and spiritual impact; however, there are some people who may need an extra “thank you” and an extra push to finish something that he been started.

We make a living by what we get; we make a life by what we give.
Winston Churchill

* For more information, check out the Leading Bits on “Fundraising”