# MY JOURNAL

REFLECTIONS

OF A

STUDENT VOLUNTEER

THIS BOOK BELONGS TO \_\_\_\_\_

### LETTER OF EXPECTATION

I,, a student at	
agree to attend my volunteer job as scheduled. I will be re-	sponsible for knowing my job
schedule and will be on time for all my job assignments. I	agree to do my job to the best
of my ability, to respect the authority of my volunteer supe	rvisor, and to honor the
dignity and confidentiality of all persons with whom I com	e in contact. I understand that
my signature on this document constitutes an agreement be	etween me and
	(name of agency)
(student signature) (date)	
(Supervisors signature) (date)	

# Volunteering and Community Service Log

Teacher	Supervisor's Signature & Phone #								
	Place	, Mari		or and a second					
	Type of Service								
	Hrs.								urs
NAME	Date						-		Total Hours

### INFORMATIONAL INTERVIEW

Identify someone within the organization you are volunteering at that you would like to interview. Ask this person if you can interview them. DON"T WAIT till the last minute.
NAME OF PERSON
TITLE
NAME OF ORGANIZATION
1. BACKGROUND INFORMATION
What is the purpose of this organization?
What are some of the different jobs available here?
2. WHAT DO YOU DO IN YOUR JOB
What is a general description of your job? What are you responsible for? Describe a typical day.
3. GETTING INTO THIS KIND OF WORK
How did you get started in this job?

What specific skills are needed for this job?
What personal qualities are needed for this job?
4. JOB SATISFACTION
What do you like and dislike about this job?
What would you change about your job if you could?
How does your work effect your personal life?
5. LONG TERM OUTLOOK FOR THIS KIND OF JOB
Do you think the need for this kind of workers will increase or decrease in the next ten years.
What kind of education and training is needed for this job?

What are the opportunities for advancement in this work?	
How has technology effected this work?	
What other jobs can you do with the same skills?	*
What kind of advice would you give a young person preparing for this career?	

# THIS WEEK AT WORK Describe something you did at work this week \_\_\_\_\_ Describe something you enjoyed doing this week \_\_\_\_\_ Something I learned this week \_\_\_\_\_ Describe something you learned about yourself this week \_\_\_\_\_

LINKING SCHOOL AND WORK What skills do you have right now that help you with the work you are doing?	
What classes and activities have helped you prepare for this work?	
What are some skills you are learning at the place you volunteer?	
How can any of these new skills help you with your schoolwork?	
Where or how, besides school and work, can you learn new skills?	

MY JOB
A typical day for me at my volunteer site is:
My supervisor is
The best part of the work is
The worst part of the job is
Skills I need to do this job well
This kind of work is important because
Something I admire about this organization is

THE VALUE OF VOLUNTEERING Is your work as a volunteer helpful to this organization?
If you didn't do this work would it have gotten done?
How did volunteering effect you personally?
Where else are volunteers needed?
Besides volunteering what are other ways people can make a difference in their community?
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# STUDENT SERVICE EVALUATION

NAME OF VOLUNTEER	SUPERVISOR
	PHONE NUMBER
	AGENCY OR ORGANIZATION
	ADDRESS
1. Please describe the specific assignment (	(s) of volunteer.
2. Attendance: A. Reliability	
B. Number of hours completed	
3. Quality of work	

4. Interpersonal skills