



# Step Up to Leadership

## Service-Learning Optional Focus Area Skills Checklist

Member's name: \_\_\_\_\_

Service-learning is a great opportunity for youth to increase their leadership skills and learn more about their communities. Youth can learn about community needs, program planning, community involvement and civic engagement while being involved in service-learning projects. In this optional focus area you will work with a service-learning project in your local community, region or state. Have your leader initial and date each skill as completed.

<b>Level 1</b>	<b>Date Completed</b>	<b>Approved By</b>
1. With your leadership mentor, develop your personal goals for the year.	_____	_____
2. Identify a community service project with other youth and adults	_____	_____
3. Develop a plan of action for carrying out your leadership responsibilities for the service-learning activity. Use Plan of Meetings and Activities (#91612) or develop your own planning form. Attach to your project record book.	_____	_____
4. Serve on a specific committee for service-learning project	_____	_____
5. Attend planning meetings for service-learning project	_____	_____
6. Complete at least three of the following responsibilities: Keep a journal about your service-learning experience. Recruit other youth and volunteers to help. Contact local media to promote the project. Write thank-you letters to sponsors and other groups that helped on the project. Participate in a reflection activity at completion of project. Help develop a display that tells the story of your service-learning project.	_____ _____ _____ _____ _____ _____	_____ _____ _____ _____ _____ _____
7. (Optional) Add your own responsibility:	_____	_____
8. (Optional) Add your own responsibility:	_____	_____
9. (Optional) Add your own responsibility:	_____	_____

<b>Level 2 – Complete Level 1 before proceeding to level 2</b>	<b>Date Completed</b>	<b>Approved By</b>
1. With your leadership mentor, develop your personal goals for the year.	_____	_____
2. Identify a community service project with other youth and adults	_____	_____
3. Develop a plan of action for carrying out your leadership responsibilities for the service-learning activity. Use Plan of Meetings and Activities (#91612) or develop your own planning form. Attach to your project record book.	_____	_____
4. Serve on a specific committee for service-learning project	_____	_____
5. Attend planning meetings for service-learning project	_____	_____
6. Complete at least three of the following responsibilities:	_____	_____
Lead a community mapping activity to determine community needs.	_____	_____
Contact local community groups for service-learning project ideas.	_____	_____
Assist with securing sponsors or funds for project.	_____	_____
Help write a grant to support a service-learning project.	_____	_____
Write article for local newspaper about the project.	_____	_____
Lead a reflection activity with your group.	_____	_____
Submit your groups' service-learning project to a state, regional or national event for recognition. (i.e. National Youth Service Day, Make a Difference Day, Join Hands Day)	_____	_____
7. (Optional) Add your own responsibility:	_____	_____
8. (Optional) Add your own responsibility:	_____	_____
9. (Optional) Add your own responsibility:	_____	_____
	_____	_____

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## References

Visit the following website websites to learn more about service learning:

National Youth Leadership Council [www.nylc.org](http://www.nylc.org)

Make a Difference Day [www.makeadifferenceday.com](http://www.makeadifferenceday.com)

Join Hands Day [www.joinhandsday.org](http://www.joinhandsday.org)

Youth Service America [www.ysa.org](http://www.ysa.org)

Points of Light Foundation [www.pointsoflight.org](http://www.pointsoflight.org)