

Paper #1: *Community Service Report*

Investigating your community

4-6 pages, double spaced

Process memo (1 page, single spaced)

For this assignment, you will be turning to the community to conduct research about a non-profit group or organization providing services in our city. You will first locate an organization and then conduct research to write a full report on that organization. You might think of this assignment as an informational report that would help someone looking for a volunteering opportunity find an organization that is right for them. You will want to provide as detailed and helpful a description of the organization as possible to meet this goal. In order to write the report, you will conduct interviews and turn to the organization's literature (pamphlets, websites, reports) for further information.

Possible organizations

- Soup kitchens
- After-school and tutoring programs
- Homeless shelters
- Animal shelters
- Crisis pregnancy counseling centers
- Environmental services
- Addiction rehabilitation programs

Information to include

- Organization's name and location
- Mission or purpose statement
- The community that the organization serves (may be geographical, but can also be defined by the services the organization provides—a homeless shelter, for example, may be defined as serving the homeless and transient population of the city)
- The services that the organization provides
- Volunteer opportunities with the organization
- Contact information for the organization.
- A photograph that represents the organization (can be of the offices, staff, or members of the community the organization serves).

You may format this paper as a series of sections, each with its own header. Remember, the purpose of this report is to provide helpful information to someone interesting in volunteer work. The report should be thorough, yet concise. It should be engaging (incorporating your interviewee's perspectives will help achieve this) yet professional. You will be expected to follow MLA guidelines and formatting for this paper, and will need to include both parenthetical documentation and an MLA works cited page to list both your interviews and other literature as sources. As always, use quotation marks where required and submit photocopies of all of your sources along with your final draft.

ASSIGNMENT CHECKLIST & SCHEDULE (consult class calendar for dates)

- **Interview 2-3 people who work with the organization.** Try to interview people who perform different roles within the organization (administration, accounting, volunteer service, etc.). Take detailed notes or record your interviews using a tape recorder or digital recording device. You are required to quote at least two individuals in your report.
- **First Draft:** Two pages, double spaced. You will share this draft with classmates in workshop. You do not need to include a works cited page with this draft.
- **Second Draft:** Three pages, double spaced. You will share this draft with me during conference. You must include your **image** and a **works cited page** with this draft.
- **Write a process memo (one page, single spaced).** This memo should explain your thought processes throughout the assignment.
- **Third Draft & Process Memo:** Four to six pages, double spaced (plus images). You will share this draft with your classmates in workshop.
- **Final Draft & Process Memo:** You will submit a final, edited draft of this paper, as well as a process memo and copies of your sources for a grade.