



# PREPARING FOR SERVICE: RESOURCE GUIDE FOR CREATING YOUR 2019 SERVICE STARTS WITH SUMMER PROGRAM (3SP) EXPERIENCE

<b>STEPS TO SERVE</b>		<b>EXAMPLES AND RESOURCES</b>
May	<b>1. CONSIDER YOUR AVAILABILITY FOR SERVICE</b>	<b>Examples of potential sites and projects:</b>
	<ul style="list-style-type: none"> <li>Do you have 100 hours to contribute to work at a service site?</li> <li>Is there a topic or cause that you would like to deepen your knowledge of or commitment to?</li> <li>Do you have particular skills or talents to offer a service site?</li> <li>Will you be able to join the community of other 3SP participants who will meet throughout the program? 3SP participants will participate in regular online reflection sessions, and will do readings in common that relate to service. The time spent in the online sessions and doing readings is in addition to the 100 hours of direct service at a service site.</li> </ul>	<ul style="list-style-type: none"> <li>Grow food/farming with an organization that works on food sustainability</li> <li>Develop a new volunteer scheduling system for a center for homelessness</li> <li>Design a web site for a microfinance organization</li> <li>Create a manual of educational activities for children for an organization that works with children and youth</li> </ul>
	<b>2. WORK OUT LOGISTICAL CONSIDERATIONS</b>	
	<ul style="list-style-type: none"> <li><i>Transportation.</i> Are you able to get to and from your service site?</li> <li><i>Resume.</i> Do you have a resume to give to the service site you inquire with? If not, do you have time to prepare a resume? This can be helpful in sharing more about yourself with a potential site.</li> <li><i>Computer and online access.</i> Participation in the 3SP may require access to a computer and the internet. Do you have access to a computer with audio and visual capability that will allow you to do remote meetings with the online community of other 3SP participants?</li> </ul>	<ul style="list-style-type: none"> <li>You can use the Harvard Office of Career Services (OCS) site for help in creating a resume if you'd like to use one: <a href="https://ocs.fas.harvard.edu/resumes-cvs-cover-letters">https://ocs.fas.harvard.edu/resumes-cvs-cover-letters</a>.</li> <li>If you would like to participate in 3SP but don't have access to the internet or a computer, please contact <a href="mailto:publicservice@fas.harvard.edu">publicservice@fas.harvard.edu</a> for assistance. Please note that you do not need a personal computer to participate in the program; a</li> </ul>

		<p>public computer with internet access, such as through a library, school, or internet café, should work for the 3SP.</p>
<p><b>3. CHOOSE A SERVICE SITE</b></p>		
	<p><i>Questions useful to consider in approaching a site may include:</i></p> <ul style="list-style-type: none"> <li>● Does the site have a mission that focuses on contributing to the common good? Ordinarily a service site will be a 501 (c)(3) nonprofit organization, but other sites will also be considered if you can make a strong argument for the organization’s contribution to the common good, betterment of society, and to the thriving of individual people.</li> <li>● Does the site have a substantial task or project for you to work on between the dates of the program, July 8-August 16? Beginning a conversation with a potential site is a good time to think together about the project you would take on while you are there. Starting this conversation will help you write about the site and your project in the application to 3SP.</li> <li>● Is the site you’ve approached willing to have a student intern for the summer?</li> <li>● Does the site offer a mentor who will be willing to meet with you at least 3 times during the course of the program, and offer help as you plan and complete your project? Does the mentor have strong knowledge of their field or the organization itself?</li> <li>● Will the mentor be available between July 8 and August 16, when you would be participating in the program?</li> <li>● Can you make a difference at the site, using your time, experience, or simply willingness to serve? Is there a good match between your interests and the site’s needs?</li> </ul>	<ul style="list-style-type: none"> <li>● During the application period for the 3SP program, you can find a template of an email you can send to possible service sites through the program web site.</li> <li>● Take a look at the FAQ section of the 3SP web site for more information about the kinds of projects considered for the program, and how to write about your project and site in your application: <a href="https://publicservice.fas.harvard.edu/faq-0">https://publicservice.fas.harvard.edu/faq-0</a>.</li> <li>● Check the program web site for a copy of the Memorandum of Understanding (MOU), which will be posted in May. You can share this with your (potential) site supervisor as you finalize your role and project at the site.</li> <li>● Keep in mind that you may need to approach several sites before you find one that is a good match. Some sites may not have work for you to do, or may not have a supervisor available for the times you will be participating in the program. Be open to considerations that arise as you communicate with potential sites.</li> <li>● If you have questions about selecting a site or want other advice about the program, you can email <a href="mailto:publicservice@fas.harvard.edu">publicservice@fas.harvard.edu</a>.</li> </ul>

<p>June</p>	<p><b>4. COMPLETE YOUR MEMORANDUM OF UNDERSTANDING (MOU)</b></p> <ul style="list-style-type: none"> <li>● June 17-28: Program participants will be notified that of acceptance to the 3SP.</li> <li>● If you are selected to be in the program, please take a closer look at the Program Details web page for more resources to participate in the program. This Resource Guide should serve as an outline for what you need to navigate the program.</li> <li>● Students admitted to the program will receive a copy of a Memorandum of Understanding (MOU) that serves as an agreement between you and your service site. It also serves as a guide for refining and designing your alliance with your service site and the Harvard 3SP.</li> <li>● As you read through the MOU, note any questions you should ask of your site supervisor before you both sign the agreement. Is there anything about your participation at the site that is unclear?</li> <li>● Share the MOU with your site supervisor prior to the start of the program. This will allow your site supervisor time to note any questions they have, and have a plan in place to meet the guidelines suggested by the program.</li> <li>● Have you and your site supervisor agreed on a project that you will work on?</li> <li>● July 8 - Complete your MOU no later than the start of the program.</li> <li>● Share a copy of the MOU with the faculty and student leaders for your online communities.</li> </ul>	<p><b>4. COMPLETE YOUR MEMORANDUM OF UNDERSTANDING (MOU)</b></p> <ul style="list-style-type: none"> <li>● Questions in the section above can serve as a guide for conversations with the site supervisor before you sign the MOU together.</li> <li>● You can also use the materials included in the Program Details section to guide your conversation. This includes the Pre-Engagement Letter, the Mid-Term Reflection Form, and the Exit Interview.</li> </ul>

July

**5. START YOUR SERVICE**

- July 8 is the official start date of the program. You should have worked out your official start date with your service site during the process of signing your MOU. It may be on exactly July 8 or within a few days of that date.
- You'll hear from your cohort leader before the start of the program. This will be a person affiliated with Harvard who will lead the small group sessions you will do with other 3SP participants online over the summer. This group will be a community you will share the 3SP experience with and learn from, even though you may be working at quite a distance geographically!
- At some point in July, schedule time to do your Mid-Term Review meeting with your supervisor. At this meeting, make sure your work is meeting the site's needs, and also that you are on track to be able to complete your project.
- As you work at your service site, remember that you are an admitted, pre-matriculated student of Harvard College. As such, you are expected to abide by the conditions you agreed to when you submitted your acceptance of admission to Harvard College – acting with honesty, maturity, and strong moral character.

- If any questions or concerns arise while during the program, you can always be in touch with the program through [publicservice@fas.harvard.edu](mailto:publicservice@fas.harvard.edu).

# August

## 6. COMPLETE THE SERVICE STARTS WITH SUMMER PROGRAM

- If you haven't already done so, make sure to schedule time to complete your exit interview with your service site supervisor.
- Complete any outstanding readings for the large and small group meetings with other 3SP participants.
- Write your reflection paper and submit it to the 3SP program. You may also want to share the reflection paper with your site supervisor if they have an interest.
- Save the date for the inaugural Service Starts with Summer (3SP) celebration dinner being held on September 6th, 2019.

Get ready to join the Class of 2023 on campus in Cambridge later this month!

- Check out the templates section of the Program Details page to find outlines of what your meetings with your service site supervisor can include.
- You can share these templates with your site supervisor as a guide. Your site supervisor may also have other topics they'd like to cover in your meetings.
- You can find details about the Harvard First Year Experience here: <https://fdo.fas.harvard.edu/>