

Project 1: Placement Request

Points: 150

Workshop Date: 9/9

Due Date: 9/13 @ 11:59 p.m.

REQUIREMENTS:

- 4 – 6 pages double-spaced
- One-inch margins all around
- MLA in-text citations and Works Cited page (Works Cited not counted in page count)
- Incorporates 2 – 4 sources
- Reflective process memo

OBJECTIVES

- Students will expand their notions of “writing” and “text” and the diversity of writing acts in academic and nonacademic settings.
- Students will engage writing as a dynamic and fluid process and learn more about the ways in which they can become successful writers.
- Students will engage with non-profit organizations that benefit the Tallahassee community in order to appreciate and investigate the diversity of our local community.

PURPOSE

Because we have a limited number of partnered organizations and I’d like to make this experience as personalized as possible, your first formal assignment is to draft a placement request for your volunteer service. Although five hours of service may seem like a lot, it’s a very small portion of your time. Many volunteers spend five or more hours a week with a single organization. Since we might not have that kind of time, it’s important that you’re able to jump into the organization with as much information as possible. As such, one of the goals for this assignment is to provide you with some background information on the organization you’ll be working with so you can hit the ground running.

GETTING STARTED

First, you’ll need to pick two organizations from the attached list that you are most interested in working with. To cultivate your interest in the organizations, you’ll need to do a little research into the organizations, the community or communities the organizations serve, the purposes or missions of the organizations, and the community needs the organizations respond to. I’d also like for you to provide some information about what you expect the volunteer experience to be like, what you expect to do there, and who you expect to be helping or working with.

Second, in order to best place you, I’ll need to know a little bit about your interests as well. So, you’ll also need to provide a rationale for your interest in the organizations. Do you have past experience working with organizations like these? How was that experience? Have you or someone you know ever benefitted from organizations like these? Do you have special interest in these issues? Why? Does the work of the organization apply to your major or field of study? How? Feel free to share personal stories, experiences, reflections, or other “I”-focused writing.

Third, spend some time setting goals for yourself and your organization. This assignment sheet includes some goals and outcomes the organizations would like to accomplish, but I am interested to know your aspirations and how you would like to progress as a writer, student, and community member.

STRUCTURE & ORGANIZATION

There's no specific structure for this paper. Mostly, the paper should reflect an open and inquisitive engagement with the organizations and issues surrounding them. So, the structure and organization of the paper are up to you. I would, however, like for you to attempt to break free of the five-paragraph essay format, which can be a bit dry and formulaic. This assignment invites you to draw from research, personal experience, and reflection, so be brave and be gutsy – take some risks.

SOURCES & MLA DOCUMENTATION

This paper requires the use of sources. You may use the organizations' web sites as a starting point, and you might consider magazine or newspaper articles and government web sites as an additional source of information. Whatever you decide, make sure your sources are reliable and reputable. Avoid sources with anonymous authors or web sites that publish all articles (such as About.com or anything beginning with Wiki).

Although we haven't yet had time to discuss MLA documentation in class, it's important to start practicing and learning how it works. You will not be penalized for incorrect citations, but you will be penalized if you do not have any citations. This also is a great time to practice using signal phrases (such as "According to..." or "As the authors state...", etc.) and parenthetical citations. All sources included in the paper need to be cited both in text and in a Works Cited page at the end of the paper. Please refer to your *McGraw-Hill Handbook* or the OWL at Purdue web site for formatting.

PROCESS MEMO

The process memo provides you with an opportunity to reflect on your writing process, the material you've encountered throughout the process, and the ways you approached the revision of this assignment. For this project, the process memo should be at least one full page, double-spaced. The reflection should address the following, in no particular order: how you got started and how you proceeded (did you outline? Just start writing? Did you read a lot first? did you read as you went?), changes you made based on peer or instructor feedback and why you made those changes, changes you did not make (even if someone told you to) and why you did not make those changes, challenges you faced with this assignment, and how the assignment made you think about the community, organizations, or issues the organizations respond to.

APPROVED COMMUNITY ORGANIZATIONS

This list constitutes a brief profile of organizations that have agreed to partner with our class this semester. Take care to select organizations you're interested in working with, as well as those with dates, times, or requirements that work for your schedule. More specific information will be provided to you after you have been placed with an organization.

Some of these profiles include information on the kinds of publications, materials, or media the organization would like you to create as part of your service. Don't feel overwhelmed by this information. Because a media campaign is part of the course work, we'll spend time in class on these materials later in the semester. Too, the materials you put together will be submitted for a grade in this class. It's two birds with one stone, really.

BIG BEND CARES

Available Dates: Flexible; Event scheduled for 10/12.

What to expect: To learn more about Big Bend Cares and what we do as well as how Big Bend Cares works with the community to raise money as well as provide for those infected with HIV/AIDS. Students will have the opportunity to engage in a variety of roles with the organization, including office operations, event planning, and event operations.

Organization Goals:

- To let more people in the community know about Big Bend Cares and the services that they provide. Not only does BBC provided support for those infected with HIV/AIDS but they also provide education and free HIV testing.
- For students to learn more about Big Bend Cares and what we do as well as how Big Bend Cares works with the community to raise money as well as provide for those infected with HIV/AIDS.

Requirements: Students only volunteering for the event or event prep work will not require any training. Any volunteer who works around clients will need a short orientation that focuses on the importance of confidentiality.

Student interests: Public health, education, advocacy

THE BOYS AND GIRLS CLUB

Available Dates: Monday through Friday, 3:45 pm to 4:45 pm.

What to Expect: The overall vision of the Boys and Girls Club is helping all Club Members believing that they truly can do anything they desire. We don't want any of our members believing that their life path is already set for them. All staff and volunteers agree to help members overcome obstacles and inspire members to reach their full potential. Our mission is, "to inspire and enable all young people, especially those who need us most, to reach their full potential as productive, caring and responsible citizens." Students who volunteer with The Boys and Girls Club will tutor students during Power Hour, a time set aside for students who need a little extra time finishing homework before they join in other enrichment activities. The Club is also looking for a media campaign that can help them share the work they do and their organizational statement with the larger Tallahassee community.

Organization Goals:

- Sharing what we do every day with the community. We want to raise awareness about us being in Tallahassee and to help the general public understand what exactly we do for our members.

Other Requirements: None.

Student Interests: Education, community outreach, advocacy, mentorship

BREAD AND ROSES CO-OP

THE FAMILY TREE COMMUNITY CENTER ([HTTP://WWW.FAMILYTREECENTER.ORG/](http://www.familytreecenter.org/))

Available Dates: Wednesday and Thursday 6 pm to 9 pm; Saturday and Sunday 12 pm to 4 pm. Event dates: 10/4, 10/11, 11/1.

What to Expect: Because a major function of our organization is community outreach and visibility, to the extent possible, we would like each volunteer to spend an hour tabling our booth at a community event. Known opportunities for this include First Friday at Railroad Square October 4 or November 1 and the National Coming Out Day Gala on October 11. Other opportunities may arise. The Volunteer Coordinator and/or FTCC Board Member(s) will provide full supervision and assistance at these events.

All volunteers at FTCC may expect:

- To have their time used effectively;
- To receive clear guidance, support, and direction;
- To be kept informed of activities pertaining to their assignments;
- To receive appropriate orientation, training, and supervision;
- To be assigned jobs that are worthwhile and challenging;
- To be made aware of the overall operations of the Center;
- To be offered a variety of experiences, with the imposed time constraints of this program;
- To receive regular feedback;
- To have an opportunity to provide input into the volunteer program."

Organization Goals:

Students will:

- become aware of the function of an LGBT Community Center for the LGBT community and for the community-at-large;

- experience a minimum of 1 hour assisting at a community event such as First Friday or the NCOD Gala;
- complete (minimally) a draft of a tri-fold, poster, or single page information sheet on a topic relevant to LGBT History Month, National Coming Out Day, World AIDS Day, or Bullying Prevention Month. In addition, topics may be chosen in support of Domestic Violence Awareness or Breast Cancer Awareness Months, so long as the information is directed to an LGBT audience. FTCC maintains an extensive library that may be useful for completing these projects (students should certainly consider approaching this as a group project to facilitate a more complete end product);
- assist with routine operations at the Family Tree Community Center

Other Requirements: All volunteers will be given a brief orientation that includes a short history of the organization and the policies, procedures, and general expectations. A Volunteer Handbook is provided. The orientation generally takes no more than 20 minutes.

Student Interests: Education, community outreach, advocacy, human rights

IT'S MEOW OR NEVER FOR FERALS INC (WWW.ITSMEOWORNEVER.COM)

Available Dates: Flexible; Determine with volunteer supervisor.

What to Expect: IMON's mission is two-fold: to perform outreach and educational activities to better inform, advise, and assist caring citizens with trap-neuter-return (TNR) on our community's cats; to advocate for better ordinances and policies pertaining to community cats and their caretakers. IMON attends public events and fundraises in order to pay for sterilizations and vaccinations, as well as critical health care when necessary, for community cats; we loan traps for TNR.

Organization Goals: Students will take a lead role in planning and carrying out either a public event, a hands-on TNR project, or assisting in the design of a new marketing campaign for products sold to support IMON.

Requirements: Students must attend a 1.0 hour training session which will be scheduled on a weekday evening or a Saturday. Prior to the orientation, we require that students view the following 2 online videos: "Community Relations: How to Talk About Feral Cats" (<http://www.alleycat.org/page.aspx?pid=700>) and "Trapping Cats: How to Trap an Entire Colony" (<http://www.alleycat.org/page.aspx?pid=555>)

Student interests: Animal health, animal rights advocacy, marketing

MUSEUM OF FLORIDA HISTORY

Available Dates: Flexible; Determine with volunteer supervisor.

What to Expect: Students will follow a self-guided orientation packet that includes reading about the Museum, Florida History, listening to the audio tour, and responding to questions. Then they will create a promotion for their friends, family, and community. Students will assist with designing a museum program or Scavenger Hunt that melds creative writing and the educational space of the museum.

Organization Goals:

- Students will learn about the Museum's mission, artifacts, exhibits, and programs in order to promote an event or assist with designing a program or Scavenger Hunt.
- Students will create a promotion for their friends, family, and community.

Requirements: Self-guided orientation included in service.

Student Interests: Education, museum curating, community outreach

REFUGE HOUSE (THRIFT STORE LOCATION)

Available Dates: Tuesday through Saturday from 10a-6p and Sunday from 12-4p

What to Expect: The mission of Refuge House is to provide direct services to victims of domestic violence and sexual assault, and to their children and families, as well as to eliminate such violence through community education and public advocacy. Students who work with this organization will volunteer in the Refuge House Thrift Store, an integral part of the organization's practice. The Thrift Store provides funds to run the organization as well as a shopping location for clients.

Organization Goals:

- Students will learn how significantly violence against women impacts every aspect of our community and larger society.
- Students will be introduced to the thrift store funding model for nonprofit organizations.

Requirements: None. Students who might be interested in long-term service or working with clients may discuss orientations options with coordinator.

Student Interests: Outreach, education, advocacy, anti-violence

THE SHELTER

Available Dates: Flexible. Volunteer shifts generally start at 4:45 pm or 6:30 pm.

What to Expect: The Shelter of Tallahassee feeds over 500 clients every day, and provides nighttime security to 220 clients and basic necessities to 150 clients daily. Student volunteers who work with The Shelter will assist with daily operations, including distribution of toiletry items, food, or other basic necessities. Volunteers may also assist in planning or publicizing guest speaker series.

Organization Goals:

- Students will better understand homelessness, its causes, and solutions for homelessness.
- Students will better understand the homeless community of Tallahassee and the resources available to the community.

Student Interests: Community outreach, public health and safety,

TALLAHASSEE MUSEUM

Available Dates: Event on 10/25 & 10/26; planning negotiated with supervisor; flexible.

What to Expect: Volunteers will assist in the planning of the Museum's largest on-site fundraiser, the annual Halloween Howl. This may include identifying donation suppliers, working with multiple departments in the development of a plan for each section of the museum during the event, considering the various demographics that we serve for the event, brainstorming and identifying manners in which to recruit the 500 volunteers necessary for the event.

Students must be available to volunteer on at least one of the two evenings of the event on 10/25 & 10/26.

Organization Goals:

- To have an enriching experience that incorporates hands-on, sometimes labor intensive work
- To be a part of a team
- To gain an understanding of the cultural history and natural science of the Big Bend region, and how that plays a role in our community today
- To work outdoors

Student Interests: Education, museum curating, community outreach