



Documenting Service

Documenting the who, what, when, where, and why during a service-learning activity provides valuable information both for the project underway and future projects. By recording what was done in a variety of ways, students have material to draw from for reports, news articles, community impact statements, and more.

Writing

- Keep a journal or learning log, writing about each time you participate in the service activity. These logs can be an invaluable source of documentation of the time invested, daily activities, and records of what worked well and what needed better planning or adjustments.
- Ask community partners to keep a log of their activities that they will share with you, recording their own observations.

Data Collection

- Keep track of data relevant to the service-learning project. For example, how many emergency kits were created? How many flyers distributed? How many meals prepared? How much money was spent or saved?
- If appropriate, ask service recipients and community partners to fill out an evaluation form and have students compile the results. This allows the students to see how their perceptions fit with other people involved in the project.

Multimedia Recording

- Taking photographs to document what students have contributed or accomplished is a powerful way of remembering and sharing what happened. Photographing people involved, special events, products created, service sites, and more can help students tell the story.
- Video can bring service activities to life and become an important means of both sharing what happened with others and extending the learning.
- If your project involves sensitive subjects or privacy considerations, make sure students are aware of issues and limitations involving recording names, images, and other information before they begin their service activities.

Interviewing

- Interview partners during the service-learning project and record their observations to ensure their perspectives are saved and available for later analysis.

Drawing

- Sketches, charts, and diagrams can also assist in describing service-learning activities