



## Sulam's Guide: How to Volunteer

We know that setting up a quality service opportunity can sometimes be difficult so there are a few basic things we advise you keep in mind when you plan your volunteering.

After you have found the organization(s) you hope to volunteer for you should:

Step #1) Call the organization and ask to speak to the contact person or the volunteer coordinator (listed in your search results).

Step #2) Explain that you found their name on Sulam: The Center for Jewish Service Learning's web-site and are hoping to volunteer for them because you really want to help the cause they stand for (whether its fighting hunger, animal rights, Israel advocacy, etc.)

Step #3) Let the volunteer coordinator know the days and times you were hoping to come in to volunteer and make sure that they can accommodate you.

Step #4) Ask them if you need any special training or medical forms in order to volunteer and make the necessary arrangements.

Step #5) Be sure to get directions to where you are volunteering.

Step #6) Ask if the person you are talking to will be your supervisor on the days you volunteer. If not, ask who that person will be, so that upon your arrival you will know who to report to.

Step #7) Be sure to ask if they need any materials, tools, or other donated items. For instance, when you show up to work at a homeless shelter it says a lot about you if you bring along donated clothes, when you work in a food pantry you will make a good first impression by bringing some canned goods, or if you are working with the elderly, ask if you could bring books, musical instruments, or anything else that could enhance your experience. You can be creative here, and it will show your volunteer coordinator that you really care about helping.

Step #8) Keep a journal and a log of all the conversations you have and the work you do. Additionally it helps to have your supervisor sign off on the hours you're volunteered along with your journal entry to validate the commitment you made. This is especially helpful when you have to submit to a school or synagogue needing proof of your volunteer hours.

For any other question on how to set up a quality community service opportunity contact Sulam's Director, Raquel Hirth at [rhirth@bjela.org](mailto:rhirth@bjela.org) or 323-761-8607.

think about reflection

Jewish learning

service opportunities