ADDITIONAL RESOURCES

The following information will be helpful to Club members as they make preparations for the implementation of the service-learning project.

PROMOTING MEMBER PARTICIPATION

One of the biggest challenges your team will face is finding time to work on your projects. Here are the four strategies other Clubs have found useful to facilitate regular participation by team members.

SCHEDULE REGULAR MEETINGS OR CHECK-INS

Project teams that met weekly had the most success with their projects. Teams that met less often (for instance, every other week), had trouble keeping members engaged and focused on completing tasks during the weeks they did not meet. In addition, Clubs that created a regular meeting time and place found participants more likely to keep the schedule.

HAVE DEDICATED SPACE

Your project team members are also more likely to be active participants if you have a designated meeting space with access to a computer, internet connection and basic office supplies. Having these basics available prevents participants from needing to conduct research and complete team assignments from home, where there may be more distractions.

Some Clubs reported that meeting in their teen centers, computer labs or administrative boardrooms worked best.

USE COMMITTEES

If your entire team can't meet weekly, then once you've created your project plan, try dividing yourselves into smaller committees, each focused on completing a key task. It may be easier for smaller committees of two or three members to coordinate schedules. Your team can then hold bi-weekly or monthly meetings where the entire group gets together to discuss progress.

EMBRACE TECHNOLOGY

Technology has made it increasingly possible for teams to work together without being in the same physical space. Talk to your team members and adviser about using some of the following to create virtual workspaces:

▶ **Skype:** Skype is a great way for team members to communicate and work virtually with one another, using your computer's microphone and webcam (optional). You can create your own Skype accounts and place calls to other Skype users free of charge, although calls to landlines and cellphones require a paid account.

▶ **Google Hangouts:** This is a free video chat service from Google that lets you host both one-on-one chats and group chats with up to 10 people at a time. It's great for group interactions as opposed to one-on-one video chats.

▶ **File Hosting Services:** File hosting services such as Microsoft Sky Drive, Google Docs or Dropbox allow you to store files online and then access them from any computer or phone with internet access. These services also make it easier for you to share, edit and synchronize files.