

Documenting the Process

This activity will allow club officers to:

- Reflect on others' points of view.
- Improve communication skills.
- Practice active listening.

Materials needed:

- One printed worksheet per member. Download it at kkids.org/IDEA.
- Pens or pencils

How to lead this activity:

You're doing great work with your service project! That's why it's so important to take photos and videos and get quotes from people who help.

1. Give each member a Documenting the Process handout.
2. As a club, read through the list of tips for taking good photos. Discuss each tip to make sure every member understands.
3. When finished, review the list of tips of writing good questions as a club.
4. Ask members to form groups. Here's how:
 - a. Using numbers 1–4, assign each member a number.
 - b. Or, ask members to count off 1–4.
5. Ask each group to write sample questions to ask others during the service project.
6. When everyone is finished, ask one person from each group to stand up and share their examples.
7. When every group has shared, let members know this type of activity is called public relations. Ask if anyone is interested in learning more. If so, the club secretary should write down their names to use later.
8. When the activity is over, thank everyone for their time and participation.

Documenting the Process

Capturing the service project

A good photo or video tells a story. How do you do that? With these easy tips:

- Catch people in action, not just standing for a photo.
- Take photos of action happening up close, not far away.
- Keep the camera still so the photo or video won't be blurry.
- Make sure you can see people's faces so you can catch their smiles and other emotions.
- Take photos in areas with lots of light.
- Aim your camera so people are on the left or right side of the shot, not in the center.

Capturing the impact

Showing your community what others think is one of the best ways to advocate for your cause. How do you find out what people think of your service project? By writing good questions! Here's how:

- Keep questions short.
- Ask questions that cannot be answered with a simple yes or no.
- Ask people what they know. (Example: Why do you think this service project is happening in your community?)
- Ask about people's actions. (Example: Why are you here today?)
- Ask about people's feelings. (Example: How do you feel about this service project happening in your community?)
- Ask for more information if you don't understand an answer. (Example: What does _____ mean?)

Now, write your own questions!