To Do List: Preparing for the First Day of Service

☐ Review the “Important Instructions” listed in your site information packet to determine:
  - When you can go to your site for your first day of service
  - If you need to do anything before arriving at the site on the first day

☐ Check the location of the site. Make sure that you are aware of how to arrive at this address before you begin driving to the site for the first time.
  - If you are not familiar with how to get to a site location, please visit the Yahoo directions webpage at http://maps.yahoo.com/dd. At this webpage, you can write in your starting and ending destinations and get driving directions or maps.

☐ Be prepared to select your service dates and times for the entire semester, because on the first day of service you are expected to schedule the rest of your 20 hours.
  - In your site information packet, look at which days the Citizenship site has scheduled off (please keep in mind though that this is only a guide for you to use, and the exact days and times are subject to change. Consult the Citizenship Instructor at your site on your first day of service to confirm which exact days and times the Citizenship class will be meeting)
  - The training does not count towards your 20 hours of service, but the first day of service does count

☐ It would be a good idea to bring your planner (or however you keep track of your schedule) to the Citizenship site on the first day of service, so you can check when you are free during the semester and can write down your time commitments for service.

☐ Keep in mind that on your first day of service, the Citizenship Instructor may ask that you simply observe the classroom to get used to the class setting. If this is the case, please pay attention to the class and learn through observation.

☐ Remember to also bring the following items the first time you go to the Citizenship site:
  - Timesheet to document your service hours
  - Folder from Training with program information
  - Site information packet with information about your specific Citizenship site
  - UTEP Student ID card
  - Reflection sheet, since you are required to complete one of these forms after each service day and may want to begin reflecting right after you complete your service hours for the day
  - All other information handed out at the training

Benedict Hall, Room 101; (915) 747-7969; cce@utep.edu; http://academics.utep.edu/cce