**Virtual Service Activities Form**

**This document will serve to provide you with interim guidance for service in the coming year and as a basis for you to consider and document your plan for service at your site.**

Serving virtually will likely be necessary for some sites in Program Year 21-22 due to COVID-19. In many cases, WSC and WRC members will be able to serve from home, at least in part, to assist their host organizations and beneficiaries in many ways.

Teleservice opportunities will remain available in conjunction with direct service options. Teleservice and essential in-person service with local nonprofits may be combined, provided appropriate protective gear and procedures are in place.

Use this form to tell us what your site has in mind for members to help with, starting in September or as the program year progresses and there is a need to tele-serve due to COVID-19.

Complete each section of this form with several activities.

**Please email a completed form to your SMS Coordinator** so we can be prepared to support your site and member in having a great start to the program year. For more virtual service ideas, site staff and members can also refer to WSC’s website: <https://washingtonservicecorps.org>.

**Section 1: Project-based virtual** **activities**

1. List virtual service activities members can provide remotely, and hours associated.
	1. **Example**: Virtual tutor sessions on Zoom, 4 hours per week, ongoing.

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| **Activities (Under Development)** | **Estimated Hours** |
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**Section 2: Site based virtual or alternate activities**

1. List service activities members can participate in to assist the organization in full- or partial-closure status, and hours associated.
	1. **Examples**: Serving with student food program during school closure, 10 hours per week, ongoing. Other service-learning projects could include activities such as outdoor community cleanup activities, building community book boxes.

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| **Activities** | **Estimated Hours** |
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**Section 3: Learning opportunities (up to 20% of total service hours)**

1. What is the focus of your field and member project? Are there learning materials you can provide from your field to teach your member current best practices? List possible learning materials and associated hours.
	1. **Example**: Assigning 5 chapters of a book on growth mindset and scheduling follow-up conversation, at completion will be 10 hours. Encourage the member to access LinkedIn Learning through their local library system, complete a series of courses, then review their learning with you.

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| **Learning Materials** | **Estimated Hours** |
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