



Community Service Hours Packet

For individuals or groups seeking to earn service hours through donations and/or fundraising

3020 Hillegas Rd.
Fort Wayne, IN 46808
Fwacc.org
260-427-1244

How to do a donation drive for service hours:

1. Fill out the Donation Drive Registration Form.
2. Decide which items you would like to collect (see Hours Earned for Donated Items list.)
3. Decide when, where, and from whom you will ask for donations.
4. Make fliers and posters advertising your donation collection.
5. Ask people to donate needed items – advertise at school, church, or work, ask friends, family, neighbors, local businesses, etc. Remember to log all of your activity in the Donation Drive Hours Log!
6. When your donation collection is over, answer at least 6 of the Community Service Project Reflection Questions.
7. Drop off donations during adoption hours, Tuesday-Friday 12-5:30 or call 427-2590 to set up an appointment at another time. Bring your completed paperwork and donations to be verified as received. A letter of confirmation of volunteer hours will be provided.

1 hour earned for each donated item/items

Canned dog food (ground) – 22 oz. cans Qty 8

Canned cat food (pate) - 3-5.5 oz. cans Qty 15

Soft dog treats – 10 oz. Qty 2 or 25 oz. bag Qty 1

Nyla bones – Sizes Lg or X-Lg Qty 2

Premium Beefhide Rolls 9" or Larger - Qty 6

Fleece Throw Blankets 50"x60" - Qty 2 OR

Assembled fleece tie blanket - Qty 1

Peanut butter (creamy) 18oz – Qty 3 or 64 oz. Qty 1

Sturdy dog/cat toys - Qty 2 Lg or 3 Sm

Whole grain oats 32 oz – Qty 2 or 18 oz – Qty 3

First class stamps – Qty 16

Other items may be accepted with approval

How to do a monetary drive for service hours:

- #1. Decide what your fundraising goal will be, and the start and end dates. You will earn one service hour for each \$20 raised.
- #2. Create your own campaign to raise money, have a garage sale, sell lemonade, start a gofundme campaign, ask for pledges from family, friends, neighbors, and co-workers, do chores, the possibilities are endless!
- #3. Fill out the Donation Registration Form and e-mail or turn in to the Education Dept. prior to collecting any money.
- #4. Keep track of the time you spend promoting your campaign, making fliers, and creating your fundraiser and mark in the Fundraising Hours Log.
- #5. Customize your fundraising and share your story. Make sure everyone knows WHY you are fundraising for the animals. Include pictures of your own pets or the shelter animals. Post on social media.
- #6. Create an e-mail to send to everyone you know (see example on next page.) Make fun fliers advertising your fundraiser.
- #7. Drop off cash or checks during adoption hours, Tues-Friday 12-5:30 or call 427-2590 to set up an appointment at another time. Bring your completed paperwork and donations to be verified as received. A letter of confirmation of volunteer hours will be provided.

Personalize your message to make it your own!

Sample Donation Request Email

Subject: I'm raising money for the Animals!

Dear [Name], I am excited to announce that, as part of a school project, I am launching my own campaign to raise money for Fort Wayne Animal Care & Control! Every dollar I raise will be used to help a homeless pet and educate the community. If you want to learn more about FWACC, visit the website at fwacc.org. I hope you will consider donating and helping me to help the thousands of animals cared for by the shelter each year. Thank you so much!

[Your Name]

Sample Thank You Email

Subject: Thank you for Supporting my Fundraising!

Dear [Name], Thank you so much for your contribution to my campaign. I am so grateful for your support and so are the animals cared for by Fort Wayne Animal Care & Control. Because of you and others like you, I have been able to raise a total of [Enter Fundraising Total] to support homeless animals in our community. Your donation will make such a big difference! Thank you again for your contribution!

Sincerely,

[Your Name]

Donation Registration Form

Participant's Name _____

Grade Level _____ School _____

Parent/Guardian's Name _____

Mailing
Address _____

Phone Number _____

E-mail contact _____

By signing below, I agree that:

- My child has permission to participate in this fundraising activity
- I understand that my child/myself will only receive credit for items listed on the Accepted Items list
- I will ensure that the following forms are completed, Donation Drive Hours Log, Donations Received Log, and Questionnaire before donations are dropped off
- I understand that the drop off must occur during normal hours of operation

Parent/Guardian Signature

Date

Education Dept. Representative

Date

Donation Drive Fundraising Hours Log

Activity Done	Date/Time Spent

Donations Received Log

Items Collected	Source

Community Service Questions

Please answer at least **SIX** of the following questions:

#1. Describe the fundraising/donation collection service project that you did.

#2. Why does FWACC exist?

#3. Who benefits as a result of your project?

#4. What need in the community did your project address?

#5. What did you like or dislike about your experience?

#6. What did you learn about people or the community while conducting your project?

Community Service Questions (Cont.)

#7. If you were to do this project again, what would you do differently?

#8. What can you do to continue helping those whose needs your project addressed?

#9. How can you educate others or raise awareness about the need in the community your project addressed?

#10. What were the most difficult or satisfying parts of your project? Why?

#11. How were your values expressed through your project?

#12. Complete this sentence: Because of my community service project, I am...