

WR325 GEDCO/CARES Career Connections Service-Learning Checklist

1. Get up to speed on the project thus far by reading these online resources:
 - York Road Literacy and Employment Initiative (YLEI) project background: <http://allenbrizee.com/community>
 - The literacy and employment resources from 2014 workshops: <http://allenbrizee.com/yrle>
 - York Road Initiative: <http://www.loyola.edu/departement/yri.aspx>
 - York Road Partnership: <http://yorkroadpartnership.org/default.aspx>
 - Loyola is Listening (especially the Findings page and all of the PDFs: <http://www.loyola.edu/listening/>
 - GEDCO/CARES website: <http://www.gedco.org/site/c.8oJELRPyFfjUG/b.8766397/k.BF75/Home.htm>

by 1/27 ____
2. Contact the GEDCO/CARES CCSJ coordinator: Ian McNeely, CCSJ student Service Coordinator, caressc@loyola.edu. Attend on-campus service-learning prep session by the deadline they give you ____
3. Your first team meeting should be scheduled by 1/27, and you should have your plan for gathering data completed by our weekly meeting on 2/3 ____
4. Contact D'Anne Avotins at GEDCO/CARES and meet with her to arrange your service days/times by 2/6 ____
5. Begin your service time at GEDCO/CARES on the day you arranged with D'Anne ____
6. Schedule your out-of-class meeting with by 2/13 ____
7. Complete and submit your group memo on 2/20 ____
8. Submit first reflection on 2/27 ____
9. Submit second reflection on 3/22 ____
10. Bring your first draft of Project 3 to class for the workshop 4/26 ____
11. Bring your second draft of Project 3 to class for the workshop; submit third reflection on 4/28 ____
12. Submit final draft of Project 3 with your presentation on 5/5 at 6:30 PM in MD 240, our final exam day ____

Please let me know sooner rather than later if you encounter any problems with your team or community partner. Thank you for helping to make Baltimore a better place for everyone through your service!

CARES (Civic and Religious Emergency Services)

<http://www.gedco.org/site/c.8oJELRPyFfjUG/b.8768673/k.AFC6/CARES.htm>

CARES was started in 1993 by a group of dedicated volunteers from churches in the Govans area. They saw a need for a centralized place for persons in need to be served effectively and efficiently. Now operated by GEDCO, the Govans Ecumenical Development Corporation, CARES serves individuals and families whose access to the basics of housing, adequate food and financial resources is extremely tenuous.

CARES Career Connection helps clients locate jobs, prepare for employment, secure a job and keep the job. Volunteers help program participants use computers to search for jobs, complete online applications, set up and access email accounts, and find resources online, and write resumes as well as cover letters.

Service Times

Tuesday, Wednesday, Friday 9-3p.m. (any 2-hour shift)

Preparation & Getting Started

1. Contact Ian McNeely, CCSJ student Service Coordinator, caressc@loyola.edu to RSVP for prep session and set up service times. Be sure to tell Ian that you are a service-learner and provide several times in the windows above that you are available to do service.
2. Students are required to attend an on-campus prep session, TBA.
3. Students will also receive on-the-job training at CARES.

Additional Contact

D'Anne Avotins davotins@gedco.org, cell 781-307-7708, office: 410-532-7117

In case of last-minute service cancellations, please contact D'Anne directly, copying Ian.

Location & Transportation

CARES is located at 5503 York Road, about a ten-minute walk from Motor Pool or a very short drive from at St. Mary of the Assumption Catholic Church, in the rear of its rectory building. Transportation to this site will be coordinated by Ian. Service-learning students may chose to drive their own vehicles, but they must let Ian know. Students who drive themselves as well as any other students in their vehicle will be covered by their own insurance; Loyola University Maryland is not responsible.