**How to design an ImpACT project**

The following are some suggestions for designing your ImpACT project. DCSI can help! Email [Social.Impact.Leadership.Programs@Dartmouth.edu](mailto:Social.Impact.Leadership.Programs@Dartmouth.edu) for office hours or an appointment.

We suggest contacting agencies with an email and following up with a call. You may want to start initially by contacting 2-3 agencies and see which are interested in working with you. Starting early is best, ideally contacting agencies by the end of September to ensure all details are settled by the October 30th application deadline.

Things to include in the initial contact email:

Who are you?

* Name & hometown
* You are a student (year?) at Dartmouth College.
* What are you studying in college?

What is the ImpACT Winterim Leadership Intensive?

* A three-week program November 28th- December 16th where Dartmouth College students participate in a community project with an organization in their hometown.
* The program requires students to spend three weeks, 30-hours per week, on a project addressing a community need.
* Students in the program will participate in structured reflection and workshops (remotely) with other students in the program and led by Dartmouth staff.
* Dartmouth provides students in the program a $1500 stipend (\*no cost to them).

Why do you want to work for this particular organization?

* Why are you interested in the work of this agency or the particular social challenge being addressed?
* What do you hope to learn?

What do they need help with?

* Do they have a role available?
* What projects do they have that you could be helpful with (you can suggest some ideas based upon your skills and interests, but also state that you are flexible).

What do you need from them?

* A time to talk via phone to discuss this project.

Other

* Attach a current resume to your email.
* Express gratitude to your host site for their time, work, and supervision

**Sample Email**

Dear (Find a person to address the email to, possibly the volunteer coordinator),

I am a student from Dartmouth College from (home community). I am working with the Dartmouth Center for Social Impact (DCSI) to design a social impact project during my winter break and part of their ImpACT Winterim Leadership Intensive. DCSI will provide me with a stipend and leadership education as part of this program.

I am very interested in the work your organization is doing (WHY). I am studying (MAJOR) and hope to grow my social impact leadership skills by gaining some experience in an organization such as yours.

Do you think there is a role for me to volunteer with your organization? I would be available for approximately 30 hours per week from November 28th through December 16th. I am flexible and open to serving in any area that meets the needs of your agency.

The deadline for me to apply to the ImpACT program is October 30, 2022. Would you be willing to schedule a short phone call or zoom meeting to discuss possible roles for me?

Thank you for your time and consideration. I look forward to hearing from you.

Sincerely,