

Putting it all together - Your Service Project Plan

Stay focused and
on track with an
organized, written
project plan!

And keep these principals in mind:

✓ Make it easy to read.

Use concise sentences & outline format to save time.

✓ **Get feedback.** Have a friend or mentor read your plan and make sure it's complete, logical and understandable.

✓ **Refinements are normal.** As you learn more about your project topic and meet people who offer information and advice, you may want to adjust your project goals, tasks or timelines. That's okay! But make sure any plan adjustments help you achieve your goals.

✓ **One step at a time.** There's a lot here to digest and work through. Take a rest when you need. But remember, a little effort each day or week – plus a few big pushes – will see you through to completion!

Find a Mentor! Besides giving you valuable encouragement each step of the way, a mentor can give you feedback, help you answer questions and think of ideas to flesh out your project plan. Ask a parent, caregiver, teacher or community leader – someone you know with a sincere interest in helping you and your project succeed.

Creating Your Project Plan



1 Objective. State your service project topic and list your goals. Be **SMART** about it!

SPECIFIC – Make your topic and objectives specific! (e.g., for one year, I will provide children ages 3-6 in my town's homeless shelter with new pencil boxes filled with 12 crayons, scissors, a sharpener, eraser and 3 colorful pencils.)

MEASURABLE – Make progress of your objectives something you can check! (e.g., I will get (1) an estimate of how many kids ages 3-6 stay in the shelter each year and (2) an updated list of new children every month that need pencil boxes.)

ATTAINABLE – Go for the possible! (e.g., donating pencil boxes is an attainable goal but lap tops might not be – at least not yet!!)

RELEVANT – Double check that your measurable, attainable objectives support your topic!

TIME – Give yourself ample time to complete your project! (e.g., 3-6 months may be enough time to complete the pencil case project; 3-6 weeks might not.)

2 Your To Do List. Note every task needed to implement your project. For each:

- List in order of timing & importance
- How many people/volunteers needed
- Estimate amount of time needed

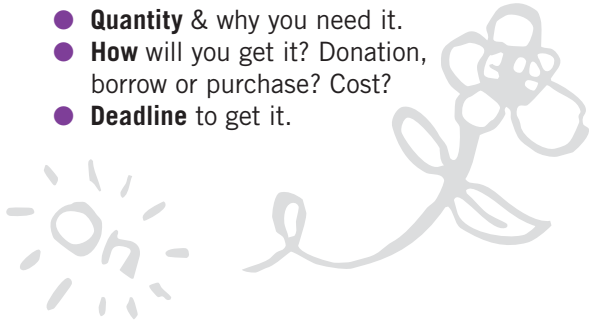


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Creating Your Project Plan continued...

3 Things You Need. List all the materials, supplies, tools, travel and services you need. For each:

- **Quantity** & why you need it.
- **How** will you get it? Donation, borrow or purchase? Cost?
- **Deadline** to get it.



4 People You Need. The more help you get, the greater the chance for success, fun and efficiency!

- **Refer** to your “to do” and “things you need” lists; check off each item you need help with.
- **Ask** friends, family, neighbors and anyone you know to help. Give them your flyer! Ask them to pass it on!
- **Create** a flyer that states your goal, why it’s important, why others should care and how people can help.
- **Ask** organized clubs, faith-based groups, businesses, community centers and other organizations to volunteer time, space, materials &/or provide monetary donations.

5 Money You Need. It’s super important to figure out:
(1) the cost of materials, supplies, tools, travel and advertising plus items on your task list, and
(2) how to raise money to pay for everything.

- **Create a chart listing quantity and cost of each item; then calculate “Total Cost”. Now subtract any donated items or money you have; the “Net Cost to Fund” is how much money you need to raise for your project.**

Item	Quantity	\$ Cost	Donated?
Complete for each item			
Total Cost		\$	
Less: Donations			
Net Cost to Fund		\$	

What materials can you get for free?
Who will you ask for sponsorships/donations?
How else will you raise money?

Think about these ideas:

- ✓ Do fundraisers (e.g., bake sales, sporting events...).
- ✓ Look for grants and businesses/organizations that might donate money.
- ✓ Adapt your flyer to get the donation you need.

Learn more about project budgets and raising money for charitable events! Ask your mentor, go to the library or research online. TIP! Track your income and expenses; make sure you don’t overspend.

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Creating Your Project Plan continued...

6 Go Public.
Identify strategies to broaden your reach for greater project success!

To start:

- Write a title and slogan for your project.
- Write 1 or 2 concise, persuasive paragraphs to inspire people to donate money to your project.



Shout About It
& reap the rewards of your publicity campaign!

- Boost volunteer recruitment
- Raise community awareness
- Inspire others to act!

How will you get the word out? List five things you could do to tell everybody about your project. How about these ideas?

- **Put flyers, posters and banners** where people you want to help and potential volunteers can see them. Remember, get permission first!
- **E-mail blast** everyone you know plus organizations that might help.
- **Call or send a press release** to your local newspaper or radio and T.V. stations. (Search "how to write an effective press release" online!)
- **Blog, use social media & online public event forums** to get attention and announce fundraisers and activities.

7 Schedule Your Time. Break your project tasks into reasonable, related chunks. For each chunk, think about how long it will take and if anything else must happen first. Then graph the information on a timeline such as this.

(or search online for free timeline tools – remember to ask a parent or caregiver for permission first!):

Task	Deadline	Helpers	Date Completed	Notes
Complete for each item				

Time to Reflect

All meaningful projects – like your service project – take time, thought, energy and perseverance. It can be a lot of work but so rewarding!

Think of the many lives you touch. There are people, animals or places you help, and people you meet that help you. Everyone has learned something through your efforts, has been refreshed, made more aware and heartened that someone cares.

Even you have been affected! Creating, launching and fulfilling a service project – and caring about the people, animals or places you've helped – is a gift to yourself because it helps you grow in compassion and understanding with the world around you.

Your service project is a priceless experience, but now it's up to you to figure out why. Here are some questions to help you do that; reflect on the answers each month so you can watch your progress:

- What new things have you learned about the people, animals or places you're trying to help?
- Do you have enough help? Does everyone work well together?
- What people have you met along the way? What have you learned from them?
- What impact have you had so far? Have you heard back from anyone?
- What's been easy for you to accomplish? What's been difficult?
- Will you continue to stay involved? How?
- What makes this service project meaningful and worthwhile to you?

Reflect as you go!
Record impressions of your service project journey while they're fresh in your mind. It's awesome to later flip back and see how much you've accomplished!