



## Citizenship/Community Service Planning Guide

This is a resource that clubs can use in planning community service projects at their meetings.

### **Steps for Taking Action**

The citizenship/community service committee or entire club should discuss the following questions. The leader should not decide. Use of a chalkboard or flip chart is recommended.

#### **Meeting # 1 - Getting the Idea:**

What problems are there in the community?

Which of these problems can we help with?

Are there other ongoing programs or events into which we could fit?

What is the goal(s) of providing community service (what do you hope to accomplish, learn and/or teach)?

Which problem do we want to work on? Also list second and third choices.

Who should we discuss the idea with or check with for permission?

Who will get this done? When? Remember you want to do something that is really needed but don't feel like you need to recreate the wheel. There are many great organizations that would love to have your help.

**Meeting # 2 - Planning for Action:** (done only after idea has been investigated)

Which committees are needed and what are their assigned tasks? (Do you need to gather materials, get donations, publicize an event?)

**Action Steps:**

List here the actual *jobs* which need to be done, *who* will do each, and *deadline date*.

**Step**

**Person/people responsible**

**When**

**Step**

**Person/people responsible**

**When**

**Step**

**Person/people responsible**

**When**

(Repeat this for each step of process, don't forget to have an evaluation step and a reporting step. Evaluation should be done so if you decide to do this project again it can be improved upon. Reporting may mean sharing with the club, other community group, donors, and/or display for the fair,

## **Publicity:**

How will we go about telling others of our project? Who will do it? (This is important if you are planning an event that you want the community to attend. Some projects will not require much publicity)

### **Method**

Door-to-Door

Newspapers

Meetings

Handouts

Social Media

Radio and TV

Photography of project

### **Who**

## **Meeting # 3 - Evaluation:** - (after the project has been accomplished)

Did we meet our goals?

Did we have to change our original plan? Why?

Would we do anything differently if we were to do this project again? Why?

What did we learn from this service project?