

Planning and Carrying Out a Service Project



“The best way to find yourself is to lose yourself in the service to others.” – *Mohandas K. Gandhi*



Objectives

1. Identify steps in planning and implementing a service project.
2. Establish guidelines for fund-raising.
3. Explore different avenues for publicizing your project.
4. Learn ways to minimize or eliminate risk during your project.
5. Answer questions which will help you evaluate your project.



Service Project

After you have selected your service project, information on the following topics will help ensure the event will be a success:

- ➔ Planning your project
- ➔ Raising funds for your project
- ➔ Publicizing your project
- ➔ Controlling risk
- ➔ Evaluating your project



Planning Your Project

- ➔ 4-H Group:
- ➔ Coordinator:
- ➔ Community Service Project:
- ➔ Date of project:
 - Set a start date and an end date



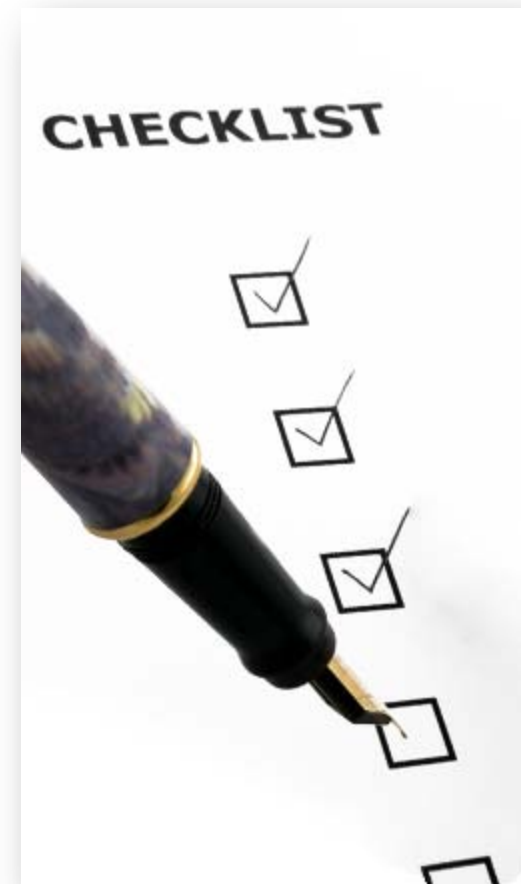
Planning Your Project

- ➔ What job needs to be done?
- ➔ Who is going to do what?
- ➔ When does that job need to be done?



Planning Your Project

- ➔ Meet frequently to handle and identify any problems that may come up
- ➔ Handle roadblocks
- ➔ Periodically check on progress of project assignments



Planning Your Project

Supplies that will be needed:

- ➔ What are they and who is responsible for them?



Raising Funds for Your Project

- ➔ Fund-raising is often part of a service learning project.
- ➔ Develop a budget for the service project.
- ➔ List any costs involved with the project.
- ➔ Make a list of everything you think will require money from the club.



Raising Funds for Your Project



- ➔ Discuss potential fund-raisers with youth.
- ➔ Create a fund-raising plan including donations and fund-raisers.
- ➔ Be sure fund-raising activities are in line with 4-H Name and Emblem guidelines.
- ➔ Keep an accurate record of all funds raised and deposit funds in a club account.



Publicizing Your Project

How are you going to let people know what you are doing?

- ➔ Post fliers on community bulletin boards.
- ➔ Send a press release to the local newspaper.
- ➔ Create a Public Service Announcement (PSA) for the radio.
- ➔ Include information in newsletters (4-H, school, church).
- ➔ Write letters.
- ➔ Post information on Web sites.



Controlling Risk

Reducing risk

- ➔ Control hazards.
- ➔ Establish emergency procedures.
- ➔ Provide adequate supervision.



Controlling Risk

Sharing the risk

- ➔ Use consent forms/permission slips.
- ➔ Carry accident/medical insurance.

Avoiding the risk

- ➔ Decide not to conduct the activity if it is judged to be too risky.



Evaluating Your Project

- ➔ What did you learn?
- ➔ What did you accomplish?
- ➔ What were your feelings, fears, joys?
- ➔ What were the successes?
- ➔ How would you improve it?
- ➔ Was it worth the cost?
- ➔ Will you do it again?



Conclusion & Quiz



Sources

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