

Planning and Carrying Out a Service Project Fact Sheet

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

Planning Your Project

- Identify a coordinator for the project.
- Set beginning and ending dates for your project.
- Decide on the goal(s) you want to achieve through this project.
- Write out each action or step needed to accomplish your goal, then sort the steps in the order you want them to occur.
- Assign an individual or individuals who will be responsible for each task.
- Establish a timeline to complete the tasks.
- Meet frequently to handle and identify any problems that may arise.
- Periodically check on the progress of project assignments.
- Determine a list of supplies that will be needed.

Raising Funds for Your Project

- Develop a budget for the service project.
- Follow established fund-raising policies for use of the 4-H Name and Emblem.
- Make sure youth know how to answer questions from potential donors.
- Ensure that fund-raising is honest and avoids the appearance of improper management.
- Keep accurate records of all funds raised.

Publicizing Your Project

- Let the community know what the club is doing through:
 - Radio Public Service Announcement (PSA)
 - Information in newsletters (4-H, school, church)
 - Press release in the local newspaper
 - Letters to community leaders and organizations
 - Fliers on community bulletin boards
 - Information on Web sites

Controlling Risk

- Reduce risk: control hazards, establish emergency procedures, and provide adequate supervision.
- Share the risk: carry accident/medical insurance and use consent forms / permission slips.
- Avoid 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?

