

# 2

## "Planning and Carrying Out a Service Project" Lesson Plan





## Learning 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 that will help you evaluate your project.

## Intended Audience

This lesson plan is intended for use with youth and adult 4-H volunteers.



## Supplies & Resources Needed

- "Planning and Carrying Out a Community Service Project" lesson plan with instructional objectives
- Notes pages of PowerPoint presentation with talking points
- LCD projector and laptop with PowerPoint presentation loaded
- Copies of PowerPoint slides printed as a three-slides/page handout for each participant
- Copies of "Planning and Carrying Out a Community Service Project" quiz for each participant
- Pencils or pens for volunteers to take notes and complete the quiz
- Copies of "Planning and Carrying Out a Service Project" fact sheet
- Copies of "Community Service Project" checklist



## References

Lewis, Barbara A. (1995). *The Kid's Guide to Service Project*. Free Spirit Publishing. p.1, 3, 10, 11, 152-153, 154-155, 158-159.

McKinley, S., et al. (2001). *4-H Junior Leader Advisor Resource Guide*. (4-H 916). Purdue University. West Lafayette, IN.

National 4-H Cooperative Curriculum System, Inc. (2005). *Service Learning Helper's Guide, Service Learning Group Activities*. p. 8-9.

National 4-H Council. (2005). *Raise Your Voice, Service Learning Activities for High School Youth*. p. 19.

University of Illinois Extension. *4-H Community Service Project Planning Sheet*. Retrieved December 3, 2009, from: [http://urbanext.illinois.edu/commservice/planning\\_sheet.html](http://urbanext.illinois.edu/commservice/planning_sheet.html).



## Projected Length

30-45 minutes

## Instructor Notes

- If you will be using the PowerPoint presentation to share this lesson with the volunteers, set up the laptop and LCD projector prior to the start of the program and test the equipment to be sure it is working properly.
- Welcome the group and thank them for their participation.
- Begin “Planning and Carrying Out a Service” Project PowerPoint presentation.
- Utilize the talking points found on the notes pages of the PowerPoint presentation to guide you during the presentation.
- Review the purpose and objectives for this lesson plan.
- Provide a brief introduction of the lesson, including its importance to the 4-H Youth Development Program.
- Proceed with the lecture portion of the lesson.
- Distribute “Planning and Carrying Out a Service Project” fact sheet to each participant.
- Distribute “Community Service Project” checklist to each participant.
- Conclude the lesson with a time for questions from the participants.

## Methods/Content



**Information found on Slides # 1-2.**

## Introduction



*During this lesson, we will review the following 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 that will help you evaluate your project.



**Information found on Slide #3.**



*In a previous lesson, we talked about how to generate ideas for community service projects. Now that you have your community service project selected, let's get started with the planning process!*



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

## Objective 1

Identify steps in planning and implementing a service project.



**Information found on Slide #4.**



*The first steps to plan and implement a service project including answering some basic questions: Who? What? Where? and When?*

*Who is the 4-H group that will be completing the service project, and who is the coordinator of the project?*

*What is the name of the service project?*

*Where will the group meet to complete the service project?*

*When will the project start and end?*

### Planning Your Project

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



*Then your group will be able to decide on your goal – what do you want to achieve with this service project?*



**Information found on Slide #5.**



*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.*

*Refer to the "Community Service Project" checklist for additional items to consider when planning your project.*

#### Planning Your Project

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



#### **Information found on Slide #6.**



*When we work on projects, sometimes we encounter roadblocks. These may include unexpected scheduling conflicts, shortage of funds, or personality conflicts within the group. It is important to remember that we need to be flexible and open-minded.*

#### Planning Your Project

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



#### **Information found on Slide #7.**



*Consider any supplies the group may need to complete the project. Will these be loaned or donated? If not, they may need to be purchased. This is where funding comes in ...*

#### Supplies that will be needed:

- What are they and who is responsible for them?



## Objective 2

Establish guidelines for fund-raising.



**Information found on Slide #8.**



*Fund-raising is often part of a service learning project. You will need to develop a budget and decide how to obtain the funds you will need. Will your project require any funding? For example, if you need to print 100 fliers, who will pay for the printing? Estimate your costs involved with the project and the amount that the club will need to pay.*

### 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.



**Information found on Slide #9.**



*Your club or organization may have policies in place about fund-raising that youth will need to follow. Be sure fund-raising activities are in line with the 4-H Name and Emblem guidelines.*

*Organizations often request that any fund-raising done in their name be pre-approved. 4-H fund raising activities should be approved by the County 4-H Youth Development Extension Educator to be certain that policies are followed.*

*Most people are generous and support a variety of worthy causes; however, in recent years people have become more cautious. Make sure youth know how to answer questions from potential donors.*

*Be certain your fund-raising activities are honest and avoid any appearance of improper management. Funds that are raised should not be combined with a personal bank account. Donated money should be deposited directly into a charity's account or a club account.*



## 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 the 4-H Name and Emblem guidelines.
- Keep an accurate record of all funds raised and deposit funds in a club account.

## Objective 3

Explore different avenues for publicizing your project



**Information found on Slide #10.**



*Publicizing your project is an important step so that members of the community will know what the club is doing. There are several methods the club can use to publicize the event.*

**To create a one-page flier:** Make sure it has a title, description of the problem or issue and your project, when and where your project will take place, where to write or call for more information, reason(s) why the public should be interested in your project, description of yourself and your team (include any sponsors), color, graphics, and visual interest.

**For a press release:** Make sure it has a title; include a contact name, e-mail address, and telephone number for more information; make it one page or shorter; be sure you furnish complete information – who, what, where, when, and why.

**Radio stations use public service announcements (PSAs),** which are similar to press releases, but include information specific to radio. Contact the radio station beforehand for specific requirements; specify dates when your PSA should start and stop being aired; describe the audience you most want to reach; give the name and address of your group; briefly state your topic; and time the PSA to last for 10, 20, or 30 seconds. Radio stations sometimes accept pre-recorded PSAs.

**Letters and newsletters** can be sent to community leaders and organizations (e.g., schools and churches) to publicize the event. Information used in the flier and press release can be used as the base for these letters.

**Web sites** provide another opportunity to share your message. Consider posting articles on a club Web site, the County Extension Office Web site, or Web sites announcing upcoming community events.

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

- Create a Public Service Announcement (PSA) for the radio.
- Send a press release to the local newspaper.



- Post fliers on community bulletin boards.
- Include information in newsletters (4-H, school, church).
- Write letters.
- Post information on Web sites.

## Objective 4

Learn ways to minimize or eliminate risk during your project.



**Information found on Slides #11-12.**



### **Reduce the risk:**

*Help youth consider the potential risks involved in their service learning project. While no activity can ever be completely safe, accidents can be prevented by practicing risk management.*

*Review all safety procedures with youth and project helpers. Make sure everyone understands what to do if something happens that is unsafe while on-site.*

*Provide adequate adult supervision. A specific ratio will vary, but typically one screened 4-H Adult Volunteer should be present for every ten 4-H members. The more risky the event, the more adult supervision will be needed.*

### **Share the risk:**

*Check with the County 4-H Youth Development Extension Educator to be sure that the service project is in line with 4-H policies. Provide appropriate permission or release forms that individuals should sign before participating in the activity.*

*Be sure that your members and volunteers are covered under an accident insurance policy for this event. The 4-H Educator can provide you with this information.*

*Make sure you get any permission you need before you proceed. You may need permission from:*

- *County 4-H Youth Development Extension Educator*
- *4-H Club Leader*
- *Parents*
- *Neighbors or community organizations*
- *Owners of any facilities you will want to use*
- *Anyone else?*



**Avoid the risk:**

*If the risks involved with the project are too severe and the possibility of occurrence is too great, conducting the activity may not be a wise choice. Choose a different, less risky option.*

**Controlling Risk**

- Reducing risk
  - Control hazards.
  - Establish emergency procedures.
  - Provide adequate supervision.
- 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.

**Objective 5**

Answer questions which will help you evaluate your project.



***Information found on Slide #13.***



*Answering these questions will help youth reflect on the service project experience. Celebrate your success!*

**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



**Information found on Slides #14-15.**



*By identifying problems and coming up with solutions, youth everywhere are making a difference in their neighborhoods, schools, and communities.*

*The benefits of service are many. Youth learn how good it feels to make a difference in people's lives. They gain confidence and new talents and abilities, such as leadership skills, organizational skills, public speaking skills, and others. Today, more colleges and employers are impressed by young people who serve. Who knows? Community service may lead you to your life's direction!*

*Hopefully, the tips included in this lesson will guide youth in conducting a successful service learning project!*

Distribute the "Planning and Carrying Out a Service Project" Quiz questions provided as a handout (answer key is provided as a separate sheet.)

Review the references provided on Slide #15.

Distribute the "Planning and Carrying Out a Service Project" fact sheet and "Community Service Project" checklist for volunteers and members to use for future reference.

Thank the volunteers and members for their participation.

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## “Planning and Carrying Out a Service Project” Quiz

1. True or False. The group planning the service project should meet periodically to check on the progress of project assignments and to handle and identify any problems that may come up.
  
2. List three ways to advertise your service project.
  
3. In order to manage risk during your service project, you should:
  - a.) consider the need for insurance
  - b.) get permission from the appropriate sources
  - c.) provide adequate supervision
  - d.) all of the above
  
4. What are three questions you should ask when evaluating your service project?



## “Planning and Carrying Out a Service Project” Quiz

1. **True or False: The group planning the service project should meet periodically to check on the progress of project assignments and to handle and identify any problems that may come up.**

The correct answer is TRUE. Meeting with the planning team periodically will help ensure that the service project is planned successfully.

2. **List three ways to advertise your service project.**

Any of the following are acceptable answers:

- ✓ Send a press release to the local newspaper.
- ✓ Post fliers on community bulletin boards.
- ✓ Include information in school, church, 4-H newsletters.
- ✓ Mail letters.
- ✓ Send Public Service Announcements to local radio stations.
- ✓ Include information on Web sites.

3. **In order to manage risk during your service project, you should:**

- a.) consider the need for insurance
- b.) get permission from the appropriate sources
- c.) provide adequate supervision
- d.) all of the above**

The correct answer is d.) all of the above.

4. **List three questions you should ask when evaluating your service project.**

Any of the following are acceptable answers:

- ✓ 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?

