Community Service Project Checklist

By answering these questions, your club can plan and implement a more effective Community Service Project.

✓ What community needs have been identified?
✓ Which project do the 4-H Club members wish to pursue?
✓ Which 4-H Club members will serve on the planning committee?
✓ Who are the key people in the community to contact for this project?
✓ Who will make these contacts?
✓ When will the service project be conducted?
✓ Where will the service project be conducted?
✓ What supplies are needed?
✓ From where will these supplies be purchased or from where will they be donated?
✓ Who is responsible for acquiring these supplies?
✓ What is the timeline for completion of this project?
✓ What publicity needs to be done for this project?
  ✓ Letter to 4-H Club Members and Parents
  ✓ Newspaper
  ✓ Radio/TV
  ✓ Web site
  ✓ Social networking page
✓ How will you evaluate your project?
✓ What other details need to be addressed?