



Guidelines:

- *Create a service project responding to a need in your community.*
- Plan a service project that is within Rotary's 6 Areas of Focus.
- *Partner with another organization, if possible.*
- *Keep it simple.*

General Project Plan:

1. High level project description (up to 10 words):

2. Who will/should be on the Service Project Committee:

3. What will be the goals and objectives of this project?

a. Whom will you serve (who will benefit)?

i. Demographics

ii. How many?

b. What will you do? (list the project steps)

4. With whom will you partner? What do you need from your partner(s)?

Service Project Plan

Service Project Action Plan:

1. *Pre-event work*: who is responsible for:
 - a. PR before the event.
 - b. Pre-event sign-up of beneficiaries (if required).
 - c. Gather or purchase materials for the project.
 - d. Sign up volunteers.
 - e. Purchase T-shirts.

2. *Project Management and Oversight*: Who will
 - a. Manage the project.
 - i. What are the tasks that volunteers will do?

 - ii. Who will manage volunteers?

 - iii. How many volunteers can each manager oversee?
 - iv. What should we do if there are too many volunteers?

 - b. PR during the event.
 - i. Photographer
 - ii. Facebook Posts/Tweets
 - c. Ensure there is fellowship/fun for volunteers during the event: Besides feeling fulfilled, what will volunteers do which is fun or social?

Post-Project Work

3. Evaluation: How will evaluate this project?

4. Follow up: will there be follow-up work after the project is completed? Who will do that work?

5. Post event PR: What is the message you want to convey? Who will do the PR?