Designing and Executing Service Projects
Rotary Catalyst workshop – Jan. 25, 2025
Service Project – WORKSHEET

Rotary
District 6270 | THE MAGIC OF ROTARY

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Form Discussion Groups
{ACTIVITY}

- Break into groups of 4 or 5 people.
- Sit together
- Brief Introduction to Group
  - Name
  - Club
  - Personal Goal for workshop

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Club Service Experience
{EXERCISE}

What service projects has your club done in the past few years? (Step 1: create your list – 2 min)

_____   _____

_____   _____

_____   _____

Step 2: Share 2 examples with your Group (3 min)

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Areas of Club Service Projects
(EXERCISE)

What types of service projects has your club done last few years: (CHECK ALL THAT APPLY)

__ Education & basic literacy	__ Economic & community development
__ Environment	__ Water, sanitation & hygiene
__ Food	__ Recreation
__ Healthcare / disease	__ Anti-poverty
__ Housing	__ _____
__ Maternal & child health	__ _____
__ Peace prevention & conflict resolution	__ _____

Step 1: Record for your Club (2 min)
Step 2: Share with your group (4 min)

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Club Responsibilities

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Club Organization - Who is responsible for club service projects (committee / person)?

❖ Service Projects Committee
❖ Community Service Committee
❖ Vocational Service Committee
❖ Board of Directors
❖ Entire Club
❖ Other

Circle Yours

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Project Examples {EXERCISE}

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• *3 ideas for NEW projects seen in the Video:*

- _____
- _____
- _____

• *Other ideas:*

- _____
- _____

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Ideas

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For more Service Project Ideas . . .

• **Service Project Idea Bank** (Rotary D6270 website)
   https://www.rotary6270.tech/ServiceIdeaBank/index.html

Service Project Idea Bank

Send an Email with Your Service Idea
More ideas as well as projects seeking partners can be found at the Rotary International Service Project Center

Small	Medium (e.g. District Grant)	Large

+ **Protecting the Environment**
+ **Growing Local Economies**
+ **Saving Mothers And Children**
+ **Providing Clean Water, Sanitation, And Hygiene**
+ **Fighting Disease**
+ **Supporting Education**
+ **Promoting Peace**

Needs in Your Community

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What types of needs might exist in your community?

__ Food	__ Recreation
__ Shelter	__ Healthcare
__ Clothing	__ Childcare
__ Environment	__ Other _____
__ Transportation	__ Other _____
__ Education	

Step 1: Record for your Club (2 min)
Step 2: Share with your group (5 min)

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Potential Partners

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What community resource might partner on a project?

(CHECK ANY THAT APPLY) {EXERCISE}

__ United Way	__ Salvation Army
__ ADVOCAP	__ Local Health Department
__ Social Services	__ Homeless / Warming Shelter
__ School District	__ Other _____
__ Food Pantry / Bank	__ Other _____
__ Red Cross	__ Other _____

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Validating Need

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How could you validate need for service project in your community?

➢**Consult Potential Partner**

➢**Conduct Survey (Who? When? How?)**

➢**Conduct Focus Groups (Who? When? How?)**

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Select Idea

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1. **Project IDEA:** _____

2. **Confirm Club Leadership Interest**

3. **Source of organizational support – i.e., club committee**

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Scoping the Plan: What is needed?

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- **What will you do?**
- **Who will be served?**
- **What will be the outcome/result?**
- **Who are stakeholders?**
- **How much will it cost?**
- **How long will it take?**
- **Where will it be done?**
- **Will you need partners – who?**
- **Will it need approvals – whose?**
- **What is communication Plan?**

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Resources for New Projects {EXERCISE}   (☐ Step 1: Assess your club)

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	Need	Have	Gap Closure
Money			
People			
Time			
Expertise			
Partners			
Other			

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Project Responsibility Worksheet

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Task	Who Responsible?	When Due?	Notes/Status
Committee			
Funding			
Budget (rrealistic)			
Implementation plan			
Goals (with measures)			
Schedule of key dates			
Supplies & equipment			
Contracts / agreements			
Document retention plan			
PR/Communication plan			
Reporting			
Contingency plan			

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Schedule - EXAMPLES

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Budget - EXAMPLE

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Books for Backpacks (Back -To-School)
BUDGET

Books to distribute	$1,000
Book plates	$250
Volunteer refreshments	$40

Care Kit for Homeless

	Kit	Number	Total
Care Kit	$40	50	$2,000

Costs may range from $25 to $75 depending on quality and contents.

Care Kit Items may Include
1. Socks
2. Ziplock freezer bags - but please don't bother if you do not want to spend the extra thirty -nine cents for better quality.
3. Body wipes - no perfume or scent
4. Toothbrush with a cap or container
5. Hair ties - man or woman, hair ties are a very useful thing to have available and can be used a hundred different ways
6. Wash cloths - the little square pieces of cloth you use in the shower? Or in the kitchen? A set of those brand new are great
7. One LARGE high quality towel
8. 3Pens, paper, envelopes, stamps -just a small set will do
9. Pads and tampons
10. Nail kit and chapstick
11. Dry shampoo
12. Gloves, hats, scarves
13. One high quality rucksack or backpack

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Start Planning Your Project:

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- **Project Completion Goal (When will it be done?)**

- **Responsibility Matrix (who does what when?)**

- **Timeline (Key milestone dates)**

- **Budget (Expenses / Income)**

- **What will be needed?**

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