

Your Personal Community Service-Learning Project Guide

Your Personal Guide to Making a Plan, Carrying It Out and Discovering What Was Learned

Fill in the blanks for success!

Project: _____

Name: _____

Date: _____

Step 1: Pick a Project

This is what I want to do: (Write in one or more sentences specifically what you want to do in your project. Example: I plan to organize club members in a mass planting of daffodil bulbs in various public locations in the city.)

This is why it is important to the community: (Example: The flowers will beautify the streets changing the thoughts people have about the community, which can reduce crime.)

Great projects are designed to meet specific objectives. (Check off the ones that you want to meet.)

Through this project I want to:

- Engage in the valuable work of helping others.
- Practice life skills such as organizing, problem-solving and decision-making.
- Increase communication skills.
- Reinforce and further enhance skills and knowledge acquired in 4-H.
- Build teamwork, cooperation and diversity skills
- Develop self-confidence and a sense of empowerment that comes from reaching out and helping others.
- Practice good citizenship by making a difference in the community.
- Gain experience in the work world.
- Also: (please list)

Step 2: Plan Your Project and Get Some Publicity

An Action Plan may help you to get organized and to develop a time line once you have brainstormed what is needed to complete the project.

Fill out the following Action Plan table to help you get your project organized.

| Action Plan | | | |
|---|-------------------|----------------------------|--------------------------------|
| (Add lines as needed) | | | |
| List the tasks, who is responsible to complete them, what is needed and when the tasks need to be completed. Make copies for team members so they remember what they have agreed to do! Post a master copy in your meeting space, so the team members can monitor their progress. | | | |
| What are the tasks to be completed? | Who will do them? | What resources are needed? | When do they need to get done? |
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Studies show that nine out of ten people say “yes” when someone asks them to donate their time.

Ask yourself the question – what problems might I run into? List those possible problems below:

Step 3: Do the Service

Take lots of pictures and enjoy the day, knowing that the team has planned for every possible challenge, and when the day is over, close it with some wrap-up questions.

What Have I Forgotten?

Leave enough time to gather necessary materials, to pick up last-minute supplies and to enjoy the energy that comes from doing these types of projects. There will always be unexpected challenges that come up on the day of the event, and a little humor in dealing with them helps the team members deal with the stress of the day.

Step 4: Reflect

Look back over your experience and complete the following.

This is what I did:

This is what I learned:

I helped:

I think that the project made a difference because:

My thoughts and feelings as I did the project were:

Next time I would:

As I look back at the objectives that I chose in Step 1, those that I accomplished were:

I would apply the skills that I learned from the project in this way:

Overall I feel that the project:

5. Celebrate

Take the time to celebrate your accomplishments.

My community service project celebration included the following people or groups:

What we did to celebrate was:

This is how I can share what I learn:

Adapted with permission from *Plan It Sheet* (4H1501). 4-H Youth Development, East Lansing:Michigan State University Extension, 1991.