

# PLANNING A PROJECT

Do you want to do something to help our community? Do you want to plan a volunteer project, but don't know where to start? Here are some ideas to help you through the planning process.

## Define the Issue

- >> What is your issue? Goal? How will this project help the community?

## Find a Volunteer Project

- >> Select an organization based on your interest and determine if there is a need.
- >> Meet with the organization you're going to help. See [“Meeting and Planning Tips”](#) for more information about questions to ask while planning your project.

## Get Ready

- >> Confirm your project dates, locations and materials needed.
- >> Recruit volunteers to participate in the project and notify them about the details.

## Day of the Project

- >> Collect liability forms. Gather your volunteers before the activity starts for instruction and a description of the project. Make sure to share who your partnering organization is, what they do and why the volunteers are helping out.
- >> Do service. Take pictures. HAVE FUN!

## Celebrate the Project

- >> Share your experiences from the day. What was fun, what wasn't so fun, where connections made, etc.?
- >> Let the volunteers know how they can get involved in the future. Thank your volunteers and partnering organization for working with you and your volunteers.