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.