



Community Service

PROJECT CHECKLIST

- Identify community needs and brainstorm ideas for possible projects
- Based on your list, determine the most appropriate project for your group
- Outline plans for your community service project
- Contact appropriate community leaders to receive necessary approvals
- Organize teams or committees for each aspect of the project
- Set up a management committee to provide leadership for the teams
- Have teams present their work plans and solve any problems
- Assign a PR team to publicize the event in advance and to invite media to attend
- Organize work groups for the actual day of service
- Assign a safety monitor to provide volunteers with gloves/goggles/protective gear
- Hold an orientation the morning of the event to go over the plans for the day
- Have a monitor/leader walk the project and visit with all the working teams
- Have the PR team take photos and collect information from all participants
- Evaluate the SkillsUSA community service project
- Communicate positive outcomes to the school administration, media and others