# Possible Project Ideas

- Canned food drive or work at a local food bank
- Car care clinic (free oil change, tire pressure check, etc.)
- Coat, gloves and hat campaign
- Adopt-a-Highway program
- Park cleanup, community beautification and restoration
- A recycling initiative
- Energy audit — evaluate school energy and determine improved practices
- Volunteer services for the elderly
- Build a website for a community organization
- Free seminars to various audiences (Internet classes, social networking, food prep)
- Teacher appreciation day (make lunch, serve snacks)
- Organize a local farmer's market (work with local FFA chapters or 4-H clubs)
- Food safety presentation
- Document community history for the local library (interview local seniors)
- Landscaping projects
- First aid and CPR training
- Community readiness — prepare survival kits
- Activities to support military personnel overseas
- Partnering with Habitat for Humanity
- Production of a promotional video — work with local Chamber of Commerce

Have the students review the list of community service possibilities and select their top three choices. Keep these posted for students to consider as they progress through the planning process.

## Project Timeline

One of the best ways to organize a project and stay on track is to establish a project timeline. Timelines enable a team or committee to outline the various tasks to be completed and provide a workable schedule for accomplishing those tasks. A timeline can be as complex or simple as needed. It can also be completed by the entire project team or at the committee level. The example below includes the basic information needed to organize a project by individual committees. The most important thing is that the timeline contains the time-sensitive information required to take the project from start to finish. A few components of a timeline are:

- Project name
- Committee name
- Committee members
- Committee chair
- Project goals
- Specific tasks or steps to completing each goal
- Target date
- Costs
- Responsible party
- Notes

### A Note on Project Goals:

Project goals can be seen as major chunks of a larger project. For example, a community service project conducted at a neighborhood elementary school could be organized into three committees such as: (1) nature trail restoration, (2) work on the playground area and (3) beautification of the front of the school. The nature trail committee may have several goals including repairing the trail borders, cleaning up the trail, trimming the overhanging plants and building trail markers. Each of these goals requires specific steps. The example on the following page outlines the steps for the first two goals of this committee. A blank sheet follows for your use that will help with timelines.

*(Sample)* Activity Planning Sheet

**Project:**_____

**Committee:** *Nature Trail Restoration*_____

**Committee members:**_____

**Committee chairperson(s):**_____

| Goal | Steps/Task | Target Date | Costs | Responsible Party | Notes |
|------|-----------|-------------|-------|-------------------|-------|
| Repair borders | Purchase 2"x12" lumber and stakes | March 28 | $125.00 | John Martin | Pressure treated |
| | Secure tools — saw, hammer, drill, drill bit, shovels, marker and tape measure | March 28 | NA | Brad Taylor | Borrow from Mr. Taylor |
| Cleaning up the trail | Secure tools — rakes | March 28 | NA | Sheila Baker | Committee members to bring |
| | Purchase trash bags | March 28 | $12.00 | John Martin | |
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| | | | | | |

**Project:**_____

**Committee:**_____

**Committee members:**_____

**Committee chairperson(s):**_____

| Goal | Steps/Task | Target Date | Costs | Responsible Party | Notes |
|------|-----------|-------------|-------|-------------------|-------|
|      |           |             |       |                   |       |
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## Managing Logistics

**Logistics:** the handling of the details of an operation.
*(Merriam-Webster Dictionary)*

Managing the logistics of the activity or event will ensure it flows smoothly. The more your students are able to plan ahead and organize, the less stress on the actual service day. This will also help in delegating roles and responsibilities for everyone involved. What are some things to consider? Following is a generic checklist that can be modified to fit the event. The most important thing to remember is that every item on the service program checklist needs to be addressed.

### SkillsUSA Service Day Checklist

- ❑ Service day schedule outlining the day's activities
- ❑ A clear description of the project, including pictures and schematics
- ❑ Any pertinent safety information and concerns
- ❑ City permits, if needed
- ❑ Audiovisual and media needs
- ❑ Food and beverage
- ❑ Speaker arrangements (if applicable)
- ❑ "How to" information pertaining to a particular project task
- ❑ Transportation needs (for supplies, for students)
- ❑ Check weather if outdoors
- ❑ If indoors, check to ensure room has what you need
- ❑ Tools to complete job
- ❑ Supplies: paper towels, garbage bags, hand sanitizer
- ❑ Coordination with project partner
- ❑ Location of first aid kits, snacks, water, restrooms
- ❑ Tables, chairs, pop-up tents
- ❑ T-shirts, giveaways (if applicable)
- ❑ Notification of newspaper, broadcast media

## Roles and Responsibilities

You've discussed the logistics and what is needed. Now, it's time to assign roles and responsibilities to get the job done. What do you need for the day of the event or activity? Who will handle the various jobs? Ask for volunteers or assign people who you know are good at specific tasks. You can create a guide like the example below to help you. These roles and responsibilities will vary depending on the type of activity, but some items may include:

- ◆ Setup and cleanup: Who is doing each and at what time?
- ◆ Food: Are you assigning certain items to people?
- ◆ Speakers: Is someone in charge of the speakers (if applicable)?
- ◆ Supplies: Who is bringing what?
- ◆ Point person: Who will direct the day's events?

### Roles and Responsibilities Planning Guide (SAMPLE)

| Role — Setup | Javier, Sally, Mario, Janise |
|---|---|
| **Responsibilities** | |
| ◆ Arrive at 7:45 a.m.<br>◆ Put out signs at highly visible locations<br>◆ Make sure garbage cans are out<br>◆ Fill coolers with water and soft drinks, and set up tables for food | |
| **Role — Food** | **Kelly, Lydia, Maria, Dahlia** |
| **Responsibilities** | |
| ◆ Arrive at 7:45 a.m.<br>◆ Work with setup team to put out food and drinks<br>◆ Be available to serve food if necessary | |
| **Role — Speaker** | **John and Perla** |
| **Responsibilities** | |
| ◆ Check microphone and audiovisual equipment<br>◆ Greet speaker upon arrival at 10 a.m.<br>◆ Introduce speaker to key people at event<br>◆ Make sure speaker is comfortable and has what is needed | |
| **Role — Supplies** | **Abdul, Barrett, Nico, Eli** |
| **Responsibilities** | |
| ◆ Bring lumber, three shovels, 10 hammers and box of nails<br>◆ Deliver 10 bags of potting soil and plants from nursery<br>◆ Make sure everyone has a pair of work gloves; bring extra<br>◆ Bring paper towels, garbage bags, hand sanitizer | |
| **Role — Point Person** | **Celeste** |
| **Responsibilities** | |
| ◆ Check in with everyone and help out where needed<br>◆ Answer questions and make any last-minute arrangements<br>◆ Be available to troubleshoot and fill in where needed | |

# SkillsUSA

# Roles and Responsibilities Planning Guide

**Date:**                                        **Project:**

| Role: | Name(s): |
|---|---|
| **Responsibilities** | |
| | |

| Role: | Name(s): |
|---|---|
| **Responsibilities** | |
| | |

| Role: | Name(s): |
|---|---|
| **Responsibilities** | |
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| Role: | Name(s): |
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| **Responsibilities** | |
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| Role: | Name(s): |
|---|---|
| **Responsibilities** | |
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