



# Community Service Project Checklist



Planning Phase	Status
Identify a need in the community	
Set SMART goals for the activity	
Establish a clear timeline with deadlines	
Develop or follow a budget	
Consider safety protocols and identify potential hazards	
Communicate with students, families, and school administration about the activity	
Evaluation Phase	Status
Reflect and gather feedback	
Celebrate with the volunteers	
Complete Chapter Excellence Program application	

## Additional Notes: