

Service Project Calendar & Supply Checklist

These activities will allow members to:

- Plan steps to complete the service project.
- Practice brainstorming.
- Collaborate as a club.



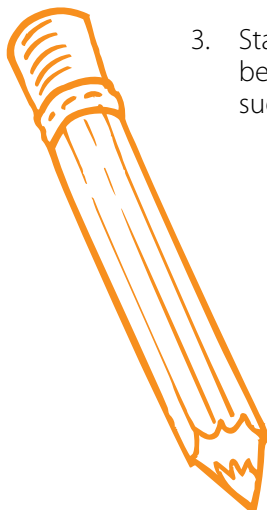
Materials needed:

- One worksheet each. Download them both at kkids.org/IDEA.
- Pens or pencils
- Large blank paper (flip-chart size)
- Markers

How to lead this activity:

Now that the club has set its goals, it's time to start preparing to make the service project happen.

1. Before the club meeting, write one of the following on five different sheets of large paper, placed where everyone can see them.
 - a. 8 weeks before
 - b. 6 weeks before
 - c. 4 weeks before
 - d. 2 weeks before
 - e. 1 week before
2. At the club meeting, let members know they will brainstorm details for planning the service project.
3. Starting with the "8 weeks before" sheet, ask club members to shout out action items they believe need to get done two months before from the service project date. Write all suggestions on the paper so everyone can keep track of what is being shared.



4. If members disagree about a response, circle it and tell the club that you will come back to it.
5. Repeat steps 3–4 for the rest of the sheets.
6. Go back to the “8 weeks before” paper and discuss each action item that was shared.
7. If the club agrees that the action item needs to be completed eight weeks before, the club secretary should write the responsibility on the Service Project Calendar worksheet.
8. The club should determine who is responsible for leading each action item and assign a deadline for the item.
9. Repeat steps 7–8 for the rest of the sheets.
10. When the activity is over, thank the club for its hard work, time and participation. Let the club know that you’re all on your way to completing a great service project!
11. After the meeting, club officers should meet to review the Service Project Calendar worksheet. Work with the club advisors to make sure no action items were missed.
12. Complete the Supply Checklist worksheet using the completed Service Project Calendar worksheet to determine what the club will need to do the service project.
13. Make copies of the completed Supply Checklist worksheet and share them with the club at the next meeting. Ask if anything is missing from the checklist. Explain to the club that this Supply Checklist will help the club create a budget for the service project.



1 WEEK *before our service project*

| RESPONSIBILITY | LEADER | DEADLINE | NOTES |
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