

# Community Service



## Checklist for Success

- Select a project
- Contact the group you will work with
- Set goals for your service
- Set a date/timeline for the project
- Obtain the necessary permission from principal, school board, etc...
- Advertise your project plans to the groups you wish to participate along with you
- Build community support by obtaining donations
- Create a budget
- Check with the district financial office to see what regulations are in place
- Determine committees
- Assign students/staff to committees; select chairs
- Create a supply list
- Determine who will get the supplies, where they will buy them, and where they will be stored
- Implement the publicity and advertising plans
- Arrange for any safety and/or supervision needs
- Arrive on site(s) prepared and on-time
- Work consistently throughout the time frame
- Organize a clean-up effort
- Meet with committees to evaluate project
- Compile committee reports; make recommendations
- Write thank-you notes to all those involved