



Leadership through Service Planning

Here is a mockup of a possible leadership through service project and the steps necessary to successfully complete it. Use it as a guide in developing a plan for your own projects.

State Purpose: What is your vision of your desired end state? (Example: Support an elementary school in Haiti this year by sending school educational materials that students there need)

Identify Goals: What do you hope to achieve? (Examples: 1. Raise money to purchase school supplies; 2. Collect textbooks and reading books in good condition to send to students)

Brainstorm Possible Activities: What activities or events will help you reach your goals? (Examples: 1. Book drive at school; 2. Fundraising event at school Christmas concert; 3. Solicitation of donations from local businesses)

List Tasks Involved in Each Activity: Break down each activity or event into the necessary steps involved in making that event successful. (Example: Book drive at school would involve *developing a publicity strategy* so that students, staff, and parents are aware of the event; *determining the kinds and condition of books* that will be accepted; *selecting a method of collection* – classroom drop-off, drop boxes around school/community; *getting the necessary permission* from teachers and/or administration; *deciding on a method for sorting* the collected books; *identifying the best way to ship* books.)

Assign Tasks to Specific Individuals: Clarify which individuals have responsibility for initiating and completing each task. (Example: Who will write the publicity materials? Who will work with classroom teachers to collect books? Who will design and decorate book drop boxes? Who will sort books to make sure that they are in good condition? Who will box up and mail the books?)

Develop a Timeline for Completion of Tasks: Assign dates for the completion of each step of the project and post these dates so that everyone involved is aware. Have check-in points/meetings along the way to ensure that all aspects of the project are on schedule.

Recognize Those Involved: Celebrate the success of the project and thank those who have made contributions. (Example: Write thank-you notes; invite local media to cover the event; write an article for the school newspaper; create certificates of recognition/appreciation.)

Reflect and Evaluate: Review the project and think about what worked and what didn't. Did you achieve your goals? How could you improve the project (and its outcomes) if you were to do it again?