

# COMMUNITY SERVICE PLANNING FORM

1. Brainstorm Ideas-What can you do to help others? What strengths do you have? What needs do you see in your community? What are you passionate about?
  
2. Decide-Describe your chosen project and give it a name.
  
3. Get information-
  - a. To whom will you need to talk for any necessary permission and arrangements?
  
  - b. What equipment will you need?
  
  - c. Who do you need to help you?
  
  - d. What new skills or information do you need to learn?
  
  - e. When will you start?
  
  - f. When will you plan to finish?
  
  - g. How much will your project cost, if anything?
  
  - h. How will you pay for it?
  
  - i. Where will you do your project, and where will you have meetings, if necessary?
  
  - j. How will you get there?

4. Plan-Make a list of everyone you need to meet with. Write down the dates and places of your meetings next to their names.

5. Put your ideas into action. Write down the name of every person or committee who is working on the project and what they are responsible for.

When the project is finished-

6. Evaluate what was done

- a. What did you like about the project?
- b. What would you do differently?
- c. Would you do this project again? Why or why not?

7. Share your success-

- a. Make a list of everyone you need to send a thank-you note to, then do it.
- b. Make a plan to celebrate your success.
- c. Send your report form to the Girl Scout Service Center. Include a few pictures you might have from your project. Are there any other groups or people you should tell?