

# Community Service Project Checklist

By answering these questions, your club can plan and implement a more effective Community Service Project.

- ✓ What community needs have been identified?
- ✓ Which project do the 4-H Club members wish to pursue?
- ✓ Which 4-H Club members will serve on the planning committee?
- ✓ Who are the key people in the community to contact for this project?
- ✓ Who will make these contacts?
- ✓ When will the service project be conducted?
- ✓ Where will the service project be conducted?
- ✓ What supplies are needed?
- ✓ From where will these supplies be purchased or from where will they be donated?
- ✓ Who is responsible for acquiring these supplies?
- ✓ What is the timeline for completion of this project?
- ✓ What publicity needs to be done for this project?
  - ✓ Letter to 4-H Club Members and Parents
  - ✓ Newspaper
  - ✓ Radio/TV
  - ✓ Web site
  - ✓ Social networking page
- ✓ How will you evaluate your project?
- ✓ What other details need to be addressed?

