



HOBY Community Service Project Planning Guide

This planning guide, provided by HOBY International and adapted from a Fall 2017 Lunch and Learn Webinar, is a step-by-step guide for those wanting to organize their own community activity or service project.

What type of project do you want to complete?

- Face-to-Face - Direct service and interaction with individuals, such as providing and delivering meals, engaging with seniors or mentoring students.
- Hands-On - Landscaping and maintenance projects for buildings and grounds, sorting donations or staffing an information table.
- Collection Drives for items such as baby items, food, clothing or holiday gifts for children.

Who will benefit from your project?

Homeless and Hungry Individuals

- Organize a group to help cook and/or serve a meal at a homeless shelter
- Conduct a donation drive for a local food pantry or create toiletry kits for a local shelter
- Organize a group to help with repairs to a local homeless shelter

Senior Citizens

- Organize a group to rake leaves, shovel snow, clean gutters or wash windows
- Volunteer for games and activity time at your local nursing home
- Hold an afternoon dance for your local nursing home

School Students

- Work with local police to present a drug awareness, bike safety or distracted driving assembly
- Start a mentoring or tutoring program for local students
- Collect school supplies to be donated to a local elementary school

Individuals with Special Needs

- Set up a buddy system for kids with special needs at a local school
- Organize a group to audio record books or the newspaper for visually impaired people
- Organize a group to bring toys to children in the cancer ward of a local hospital

Community and Government

- Organize a group to help people register to vote
- Organize a public issues forum for your neighborhood
- Organize a blood drive

Neighborhood and Environment

- Organize a group to plant a garden or trees in a local park
- Organize a group to clean up trash along a waterway, in a park or in a vacant lot
- Organize a campaign to purchase and install playground equipment or paint a mural in a local park
- Organize a composting or recycling project



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Next, complete the Planning Guide. This guide has two parts: planning & implementation/evaluation. Your responses to the planning questions in the first part will become a guide for you to follow when you implement the project. Involve everyone on the planning team in this process. This generates more ideas, and it strengthens commitment to the project—it becomes the team's project.

Part 1: Planning

- 1 Primary purpose**

Why should you do this project? Does this project address something that is needed in the community? Write a statement that describes the overall reason for the project.
- 2 Goals**

What is to be accomplished? What are the goals of this project? List 3 to 5 goals and be specific. Goals answer the questions what, for who, how many and when.
- 3 Committee assignments**

What people and how many are needed to meet the goals? List the individuals, their assignments and their duties.
- 4 Resources**

What materials, supplies and community resources will be needed? Specify the items or services to be provided, including the source, quantity and whether it is to be purchased or donated.
- 5 Challenges**

What problems or situations do you anticipate needing to overcome to successfully conduct the project? List possible solutions next to problems that you identified.
- 6 Action steps & timeline**

List the specific actions to be taken with the dates that each action should be completed. (One method is to work backward from the planned date of the project.)
- 7 Budget**

Prepare a detailed budget for all anticipated income and expenses. Include donated goods, contributions and sales, etc. as income. Include donated items in the expense category also. (They are an expense and reflect the true cost of running the project.)



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This part is where you will record what actually happened with the project. Refer to Part I, then record what you actually did, including any changes that you made in your plan. Part II also helps you determine whether you met your goals. This will be useful if you want to explain the organization of the project to someone else or to use as a guide next time you undertake a project.

Part 2: Implementation/Evaluation

- 1 Results/Outcomes**

Give specific results for each goal established in # 2 above. Include any goals that were added or changed from the original plan. How did you feel as a result of the project?
- 2 Action plans**

Record, by date the specific planning steps and actions that were taken. Did they line up with the original plan? Would you change how much or how little time was spent on the project?
- 3 Revisions**

Record any changes or adjustments that became necessary. Describe how unanticipated problems were handled. What changes would you recommend for the future?
- 4 Services/Contacts**

Record the specific roles and types of services which people provided for the project. Make a list of emails and contact people in other organizations or businesses.
- 5 Resource allocation**

Record sources of income and amounts received (including cash and the value of donated goods, as in #7). Record specific expenses incurred and their amounts.
- 6 Sample materials**

Attach samples of your project's materials. Only samples are needed, not copies of every letter or printed piece. Example materials include: photos, brochures, flyers, programs, samples of letters written and newspaper articles.