



Service-Learning PROJECT PLANNING MODEL

KCrawford

PROJECT or ACTIVITY:

A. Proposed date and time: _____

B. Cost to students: _____ others: _____

PREPARATION

MEET A RECONGNIZED NEED IN THE COMMUNITY

Objectives/Goals

A. What is the need in the community
1.
2.
3.
4.
5.

B. Why are we doing this?
1.
2.
3.
4.
5.

C. How can we find out more about this type of project?
1.
2.
3.
4.
5.

D. Who will benefit from this project:
1.
2.
3.
4.
5.

** Support – Now get the above groups in “D” to pledge their support, since you have convinced them that they will benefit from your project.*

ACHIEVE CURRICULAR OBJECTIVES THROUGH SERVICE-LEARNING

A. Review similar past projects

1.
2.
3.
4.
5.

B. Does this project relate to a specific subject in school? (How?)

1.
2.
3.
4.
5.

C. Are we going to use skills that reinforce skills learned in school (research techniques, data collection, teambuilding, responsibility, writing skills, etc.)?

1.
2.
3.
4.
5.

D. Set Goals for this project

1.
2.
3.
4.
5.

Write Legislation

- A. The “whereas” clause should articulate a concern, persuade people to act in a new way, point out relationships among issues, advocate the duties and privileges of citizenship, etc. Include research and other data collected.**
- B. The “resolved” clause should be a simple statement of what action will happen. (Do not include the “nuts and bolts” details.)**



Project Legislation

Legislation Title: _____
Author(s): _____

Legislation Number: _____
Legislation Date: _____
 Passed _____ Failed _____

Whereas: _____
 _____ and

Whereas: _____
 _____ and

Whereas: _____
 _____ and

Whereas: _____
 _____ : be it hereby

Resolved: _____
 _____ and be it further

Resolved: _____

Notes:

REFLECTION THROUGHOUT SERVICE-LEARNING EXPERIENCE

How is this project going?
How could this project alter the school and neighboring community?
What are you learning through this project?
Why do you feel this project is important?

DEVELOP STUDENT RESPONSIBILITY

Nuts and Bolts:

A. Approval: Whose approval do we need to conduct this project?

Approval Needed By:	Deadline	Person Responsible	Okay
Sponsor (before legislation is presented)			
Executive Committee			
General Assembly			
Principal (signature on legislation)			

B. Problems with approvals?

C. Logistic and Tasks: Exactly what needs to be done...list the details for every step of the project/activity. (Hint – sometimes it is easier to list all of the steps on index cards, then sort and order the cards into a timetable. The name of the person responsible can be listed on the index card.)

Task	Person(s) Responsible	Deadline	Done √

D. RESOURCES: What resources will be needed for this project?

In-School Resources

Item/Person	Where to Locate?	Person Responsible	Cost \$\$	Okay?

Out-of-School Resources

Item/Person	Where to Locate?	Person Responsible	Cost \$\$	Okay?

** Be sure that you have sponsor approval before spending any money. Also, you must save every receipt for reimbursement and records!*

E. PUBLICITY: Be sure to adequately publicize your event with posters, PA announcements, press releases, banners, buttons, flyers, etc.

Publicity Method	Person Responsible	Deadline	Finished

ESTABLISH COMMUNITY PARTNERSHIPS

A. Is there a business or other organization that would like to help sponsor this project or contribute in some way?

Business or Organization	Contact Person	Phone/Email	Contribution

EQUIP STUDENT WITH THE KNOWLEDGE AND SKILLS NEEDED FOR SERVICE

What do students need to know and do to carry out this project? Do we need additional help, instruction, and resources?

PLAN AHEAD FOR SERVICE-LEARNING

What are some natural outgrowth or follow-up projects and activities from this project? (Look for curriculum ties and direct, indirect or advocacy type of activities).

DOUBLE CHECK EVERYTHING **DOUBLE CHECK EVERYTHING**

NEGATIVE BRAINSTORMING: Things that could go wrong and solutions

Problem	Solution
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.

ACTION

Implementation - Do the project or activity!

A. THANK YOU: Write all of the thank you notes to students, staff, parents, community partners, businesses, etc.!

Thank You Note To:	Person Responsible	Deadline

B. EVALUATION: This is your diary...list what actually happened, suggestions, criticisms, good points, etc.
BE COMPLETE !!!

Pluses (<i>Things that were Really Good</i>)	Deltas (<i>Things that Need Improvement</i>)

C. CELEBRATION: Celebrate your accomplishments – Pat yourselves on the Back!

REFLECTION

What action did you perform during this project? How did your action benefit the community? What did you learn during this project? (Include skills, curriculum ties, career connections, etc.)

Complete a service-learning verification form 560-51 (remember, the hours are for the service, not any training)