

Tasks...put in a logical timeline and assign student responsibilities....set a due date and deadline for each task.

#1 Project Planning

Model: Tasks for Penny Wars - Put the following tasks in a logical timeline order. Assign students to each task. Set due dates and deadlines.

Tasks...put in a logical timeline and assign student responsibilities....set a due date and deadline for each task.

prepare a skit to perform
at all lunches to advertise
"Pennies for Patients"
(get administration
permission)

Tasks...put in a logical timeline and assign student responsibilities....set a due date and deadline for each task.

write thank you notes to
staff / community
members who helped
with "Pennies for
Patients"

Tasks...put in a logical timeline and assign student responsibilities....set a due date and deadline for each task.

enlist three people (two
and one alternative) to
watch jars before school
/ lunches / after school?

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treasurer / financial
committee (and advisor)
complete paperwork to
transfer money to
Leukemia & Lymphoma
Society (due by May 1st)

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make publicity posters to
advertise "Pennies for
Patients"

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appoint a chairperson(s)
to follow-up on all
tasks/students assigned
to tasks

Tasks...put in a logical timeline and assign student responsibilities....set a due date and deadline for each task.

enlist at least three
students to post results
everyday (PA
announcements / large
chart / etc.)

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complete student service
learning forms with
quality reflection
(recommend an oral
discussion before
completing forms)

Tasks...put in a logical timeline and assign student responsibilities....set a due date and deadline for each task.

contact Leukemia and
Lymphoma Society
(www.schoolandyouth.org)
to sign up for "Pennies
for Patients"

Tasks...put in a logical timeline and assign student responsibilities....set a due date and deadline for each task.

Report total amount of money collect (including business donations) to the Student Affairs Office to be included in the county report to MASC (state student government)

Tasks...put in a logical timeline and assign student responsibilities....set a due date and deadline for each task.

schedule date/time for
Leukemia & Lymphoma
Society representative to
visit your school and
hold a planning session
with committee

Tasks...put in a logical timeline and assign student responsibilities....set a due date and deadline for each task.

find cart on which to
easily transport
collection jars

Tasks...put in a logical timeline and assign student responsibilities....set a due date and deadline for each task.

treasurer / financial
committee (and advisor)
to deposit money at end
of program with
financial secretary
(complete required
paperwork)

Tasks...put in a logical timeline and assign student responsibilities....set a due date and deadline for each task.

find locked location to
store cart/jars when not
being used (financial
office / locked closet /
etc.)

Tasks...put in a logical timeline and assign student responsibilities....set a due date and deadline for each task.

make publicity
announcements to
advertise "Pennies for
Patients"

Tasks...put in a logical timeline and assign student responsibilities....set a due date and deadline for each task.

schedule a grade-level
assembly to educate and
advertise "Pennies for
Patients" (work with your
administration)

enlist at least two
students (per jar) to
count the money every
day (decision - leave
money in to "motivate"
donations or have empty
jars everyday?)

Tasks...put in a logical timeline and assign student responsibilities....set a due date and deadline for each task.

find "see through" jars to
collect change (large
water jugs work great) -
number of jars depends
on the competition
(grade level / homeroom
/ etc.)

Tasks...put in a logical timeline and assign student responsibilities....set a due date and deadline for each task.

schedule your
three-week "Pennies for
Patients" fundraiser
(during February or
March)

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contact businesses that
agreed to "match" funds
(have official school
letterhead with a formal
letter stating the amount
collected...have the
principal or financial
secretary sign it)

Tasks...put in a logical timeline and assign student responsibilities....set a due date and deadline for each task.

write thank you notes to
businesses that donated
funds

Tasks...put in a logical timeline and assign student responsibilities....set a due date and deadline for each task.

make large penny
"mobiles" to hang in
LOTS of locations to
advertise "Pennies for
Patients"

Tasks...put in a logical timeline and assign student responsibilities....set a due date and deadline for each task.

ask local businesses to
match (or double)
donations at end of
program

Tasks...put in a logical timeline and assign student responsibilities....set a due date and deadline for each task.

make labels for jars (by
grade level? homeroom?
etc?)

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Other Tasks:

"Pennies for Patients" - fundraiser (project - penny wars)