1. **Decide who to help**
   Meet with your club and talk about it. Start with ideas that aren’t too complicated, but will really make an impact. Think about your school. Do the grounds need to be cleaned up? Could your club plant flowers in a planter near the entrance? What about your hometown? Could you do a project at a nursing home or gather books for a family shelter?

2. **Form a team**
   Figure out who from your club will work on the project. You’ll need different people to do different things along the way.

3. **Ask questions**
   Once you decide who to help, don’t just guess what you need to do. Ask questions.

4. **Plan the project**
   Now figure out who’s doing what. Write down a to-do list and assign different people different jobs. Give everyone a deadline.

5. **Evaluate**
   After you finish the project, think about what went well and what didn’t go well. Talk about what could go better next time.
service project worksheet:

Who to help

What they need

Form a team (committee)

Ask questions

More thoughts