



# *Execute the plan*

Your club's members have decided on a need and a service project. Good work! The third step in IDEA is Execute the Plan. This step is full of activities that will help club members create and execute (carry out) a plan for completing a service project.

## Here are things your club can do together through this section's activities:

1. Create one or more goals for your service project.
2. Make a master task list that shows which members are responsible for each task. The list should include a time for getting each task completed.
3. Depending on the type of service project, your club may need to:
  - Create a plan for a hands-on service activity.
  - Create a plan for a donation drive.
  - Create a plan for a fundraiser.
  - Make a supply list.
  - Make a budget for project expenses (with the help of the club treasurer).
4. Decide how your club will *market* (tell your school or community about) the project — and how to ask others for help (to make donations, to help as volunteers, or to participate in an event).
5. Create a “day-of service plan” checklist (on page 36).

**Advisors and club officers, be prepared to lead Execute the Plan activities by reviewing the completed Our Club IDEA Service Plan (on page 3).**

## PLANNING HANDS-ON SERVICE

For the current service activity, your members have decided to do hands-on service for a good cause. To prepare, let's capture the big details of your project.

**In this activity: Your club will plan the big details for holding a service activity or project.**

### How to lead this activity:

1. On the whiteboard, write (1) the name of the service project or activity your club chose during the Deciding on a Project activity and (2) its goals (from the Creating Project Goals activity).
2. Give each member a Hands-On Service Plan worksheet. Ask them to write the project's name and goals on their worksheet. Ask members to think about it and write a description too.
3. Discuss each question on the worksheet with the club. Ask for volunteers to share what they think. Reach an answer that members then write on their worksheet.
4. Let members know:
  - The supplies you need will be listed on the project's Supply List.
  - Expenses for supplies and other items will be listed in the project's budget.
  - The club will develop a plan for sharing information about the service activity, cause and organization (if it decides to do marketing).
5. When they are finished, ask members to keep their worksheet in their Member Guide. Thank them for their work today!

### Supplies needed:

- One Hands-On Service Plan worksheet for each member.
- Pencils.
- Whiteboard and dry erase markers.



# HANDS-ON SERVICE PLAN

## SERVICE ACTIVITY

Service activity/project name: \_\_\_\_\_

Service description: \_\_\_\_\_

Goal(s) for service: \_\_\_\_\_

START DATE: \_\_\_\_\_ END DATE: \_\_\_\_\_

WHERE we will do the activity: \_\_\_\_\_

WHO will our service help: \_\_\_\_\_

WHAT supplies are needed (and other expenses): \_\_\_\_\_

HOW MANY volunteers are needed: \_\_\_\_\_

WHAT the volunteers will do: \_\_\_\_\_

HOW will we tell people about the service activity: \_\_\_\_\_

HOW will we educate participants about the cause or organization: \_\_\_\_\_

## SERVICE EVENT

Service event name: \_\_\_\_\_

Service description: \_\_\_\_\_

Goal(s) for service: \_\_\_\_\_

EVENT DATE: \_\_\_\_\_

WHERE the event will happen: \_\_\_\_\_

WHAT will happen at the event: \_\_\_\_\_

WHO will our service help: \_\_\_\_\_

WHAT supplies are needed (and other expenses): \_\_\_\_\_

HOW MANY volunteers are needed: \_\_\_\_\_

WHAT the volunteers will do: \_\_\_\_\_

HOW we will tell people about the service event: \_\_\_\_\_

HOW we will educate participants about the cause or organization: \_\_\_\_\_