

MAKING A TASK LIST & PROJECT CALENDAR

In this activity: Now that the club has set its goals, your club will think through what tasks must be done, the order of the tasks and a schedule for completing them. (This is an important activity. We suggest doing this during two meetings or one long meeting.)

Before the activity: Write each of the following titles on different sheets of flip-chart paper:

- Big parts of our project
- First tasks
- Middle tasks
- Final tasks/event
- Project wrap-up

Place the “Big parts” chart at the front of the room and post the others around the room.

Leading the activity:

PART ONE

1. Let members know they will brainstorm details to plan and carry out the project.
2. Discuss the following details and write answers at the top of the “Big parts” chart:
 - What is the way your club will do the project: hands-on service, advocacy, fundraising or gathering donations?
 - Is the project happening as an **ongoing activity** (like regular cleanup of the playground), **over a period of time** (like a book drive), or as an **event** on a particular day (like a pancake breakfast fundraiser)?
3. Give members the following examples of “Big parts of a project”:

FUNDRAISER/EVENT **Pancake breakfast fundraiser**

- Request location and date.
- Get supplies.
- Tell people about the event with posters and announcements.
- Set up, hold and clean up from fundraiser.
- Make the donation.
- Project wrap-up.

ADVOCACY (over a period of time) **Pet adoption**

- Get supplies for marketing.
- Tell people about the need for adoptions (marketing).
- Person from animal shelter speaks at school.
- Check with the shelter about donations from school members.
- Project wrap-up.

Connection: Have members complete “Putting my talents into action” on page 9 of the *K-Kids Member Guide* during Part Two of this activity.

Supplies needed:

- Flipchart paper and markers.
- Each member’s *K-Kids Member Guide*.
- Several copies of the Project Task List and Calendar on page 30 (for advisor and officers).
- The club’s completed Hands-on Service Plan, Project Fundraising Plan or Donations Drive Plan.
- The club’s completed Marketing Plan.

4. Brainstorm together to create a list of the big parts of your service project. Write them on the “Big parts” chart. Ask for volunteers to take a marker and stand by the other four task-list charts. Then name each part and ask members which chart it belongs to. As each part is decided, have the volunteers place it below the title.
5. Starting with the “First tasks” sheet, ask club members to shout out individual tasks for each part listed. Have the volunteer write each task on the sheet.
6. Add to the other sheets, with each volunteer writing as club members shout out individual tasks.
7. When all sheets have task lists on them, ask members to review the lists for any tasks they think may be missing.
8. Discuss suggestions for any additions before deciding to add or not add them.
9. Thank the volunteers for helping!

PART TWO

1. Tell members to take out their *K-Kids Member Guide*.
2. Ask them to complete the “Putting my talents into action” activity (on page 9). Explain that they can list up to eight tasks from the lists on the walls in the first column. In the second column, they should write something they are good at or something they know how to do that would help with that task. Give them time to complete the activity.
3. When members are ready, ask them to line up at the lists, taking turns writing their names next to tasks that they wrote down in their guide.
4. After everyone has finished, ask for members to volunteer for tasks that do not have members listed. Officers can help by filling in where needed.
5. Tell members that the advisor and officers will meet to finish assignments and create a calendar — and will try to give members at least a few tasks that they want to participate in.
6. Thank the club for a huge achievement — creating the biggest part of the project plan!
7. After the meeting, take photos of all flipcharts and gather the charts for the advisor.

At a follow-up meeting, officers and advisors will:

1. Complete the Project Task List and Calendar (page 30). Review the flipcharts and make sure no tasks were missed. (If your club has a service committee, you may want to invite its chair to join this meeting.)
2. Discuss, decide and write these things on the Project Task List and Calendar:
 - Who will lead each task.
 - Which members are responsible for helping.
 - A deadline for each task.
 - Important details.

Check to make sure all members have at least one or more of the tasks they chose.

3. Prepare the list to share with members at the next club meeting.

