

# MAKING A SUPPLY LIST

What kinds of supplies will you need? The answer depends on the kind of service you do. For instance, a donation drive usually requires large boxes and supplies to make posters. An event often requires larger signs, table decorations and food. Make a list of items your club will need from beginning to end. And don't forget small items like thank-you cards!

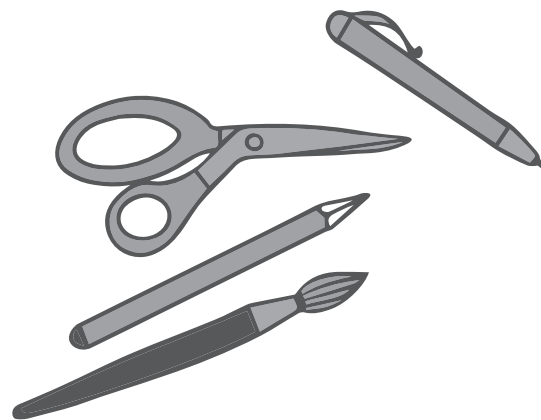
**In this activity: Your club will create a supply list for items needed from start to finish.**

## How to lead this activity:

1. Show the completed Project Task List and Calendar on a projector screen or a whiteboard. (For a whiteboard, write "Supply List" at the top.)
2. Separate members into two or more teams. Ask them to brainstorm and write items they think the club will need on the Supply Checklist worksheet.
3. Ask members to look at each step of the plan on the calendar to determine what supplies or other items the club will need for the service project.
4. When the teams are finished, ask them to take turns sending a member to the whiteboard. Each member will add one item to the list. Make sure nobody writes the same items that another team has written.
5. An officer or advisor will review the completed Marketing Plan and the completed Hands-on Service Plan, Project Fundraiser Plan or Donations Drive Plan. Add any supplies from those documents that are not listed on the whiteboard.
6. Review the list with the club members. Are all items needed? Is anything missing?
7. Have the club secretary make the club's official Supply List by copying the list from the whiteboard onto a worksheet.
8. Thank the members for their teamwork!

## Supplies needed:

- One Supply List worksheet (on page 32) for each member.
- Pencils.
- The club's completed Hands-on Service Plan, Project Fundraising Plan or Donations Drive Plan.
- Completed Marketing Plan.
- Digital copy of completed Project Task List and Calendar.
- Projector connected to a device.
- Whiteboard and dry erase markers.



# SUPPLY LIST

Gathering supplies is important for the club's preparation to carry out a project. Remember items you'll need from beginning to end.

ITEM DESCRIPTION	QUANTITY NEEDED