

## Guideline to a Successful Service Project

### Define the project

What type of project interests you? \_\_\_\_\_

Examples:

\_\_\_\_\_ Food Collection      \_\_\_\_\_ Toy Drive      \_\_\_\_\_

\_\_\_\_\_ Help an elderly person with yard work

Who will be the beneficiary of the project? \_\_\_\_\_

Conduct an online search for local service organizations

Examples: DHEC, animal shelters, churches, schools

Determine the size of the project. For instance, define the materials and tools necessary to achieve the project objectives (It is possible there could be no materials or tools necessary, but you should be aware of the potential need so you can address it).

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How many people are needed for the project to be successful? \_\_\_\_\_

Is there a minimum number of people? \_\_\_\_\_

Define what a successful outcome for your project actually looks like \_\_\_\_\_

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### Determine the primary contact person for the organization who will benefit from your project.

Name \_\_\_\_\_ Address of event: \_\_\_\_\_

Title \_\_\_\_\_

Phone Number \_\_\_\_\_

E-mail address \_\_\_\_\_

### Define the specific tasks that must be completed for the project?

Who will perform each of those tasks? \_\_\_\_\_

Are there special skills required to accomplish the tasks? \_\_\_\_\_

OR ... is this something that people just show up to and participate in? \_\_\_\_\_

### Logistics:

Transportation to and from the project

How will scouts get to the project location? \_\_\_\_\_

Do you need to coordinate parent drivers? \_\_\_\_\_

Make sure you have an appropriate number of seat belts for all volunteers.

What time are you meeting? \_\_\_\_\_  
Where are you meeting? \_\_\_\_\_  
How long does it take to get to the project? \_\_\_\_\_  
When will you be back? \_\_\_\_\_  
How will you communicate with parents when the project is done? \_\_\_\_\_

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**Food:**

What food are you going to provide (if any)? (i.e. lunch, snacks, water, etc.)

Who provides/pays for the food? \_\_\_\_\_

When does everyone get fed? \_\_\_\_\_

How are you getting the food to the volunteers? \_\_\_\_\_

**Documentation:**

Make sure participating scouts receive credit for their service hours

Take attendance (sign in sheet)

Be sure to give the sign in sheet to the Scoutmaster

Track time arrived and departed from the project

Take pictures during the project

**Event Promotion:**

Get people to sign up in advance

Figure out what motivates people to come to the project and make sure they understand you will meet those needs.

**Safety:**

Is any safety equipment needed? \_\_\_\_\_

Are there any special safety procedures that must be followed? \_\_\_\_\_

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Be sure to have a first aid kit or first aid station available?

Where will it be located? \_\_\_\_\_

Who will staff the first aid station? \_\_\_\_\_

How big will it be? \_\_\_\_\_

What supplies do you need? \_\_\_\_\_