



## 2020-2021 Youth Leadership Development Program Community Service Project Steps

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Title of Project: \_\_\_\_\_

1. Community Service Project Location
2. Community Service Project date and time
3. Location Contact name, phone and email
4. Project plan has been discussed and approved by location contact
5. Project flyer (to include purpose, location, date & time, registration information etc.) created and turned into YLDP representative for approval
6. Project flyer added to website
7. REGISTRATION BEGINS
  - a. A jot form will be created to take registration for volunteers (YLDP Students)
8. Day of service project
  - a. Registration sign in sheet available for YLDP Students attending
  - b. Each student has a clear understanding of their “job function” to assist in making the community project a success
  - c. The project is underway and complete

### **Important planning tips:**

Have a plan for your volunteers. (YLDP Students) How many students will you need to make the service project a success? Be specific about the community service project so all students will have an idea of their duties once they arrive. Keep YLDP representative updated throughout your planning process and aware of any issues that may occur during the planning process.