Community Service Project Checklist

By answering these questions, your club can plan and implement a more effective Community Service Project.

- What community needs have been identified?
- Which project do the 4-H Club members wish to pursue?
- Which 4-H Club members will serve on the planning committee?
- Who are the key people in the community to contact for this project?
- Who will make these contacts?
- When will the service project be conducted?
- Where will the service project be conducted?
- What supplies are needed?
- From where will these supplies be purchased or from where will they be donated?
- Who is responsible for acquiring these supplies?
- What is the timeline for completion of this project?
- What publicity needs to be done for this project?
  - Letter to 4-H Club Members and Parents
  - Newspaper
  - Radio/TV
  - Web site
  - Social networking page
- How will you evaluate your project?
- What other details need to be addressed?