

# PLANNING SERVICE PROJECTS

[www.nydkc.org](http://www.nydkc.org)

*“Caring - Our Way of Life”*

**Every service project takes careful planning if it is to be successful. Here are some steps to keep in mind when you are planning service projects throughout the year.**

1. Determine the subject of your project (e.g., helping the environment, the school, the less-fortunate, the elderly, the young, et cetera)
2. If the project is a fundraiser, determine the organization/charity the funds will go towards (encourage your clubs to raise funds for the District Projects and the International Projects). If the project is service-based, then determine what type of service project to perform (encourage your clubs to support the Governor's Project!).
3. Set a committee to be in charge of the project.
4. Complete a Project Planning Form 1-2 months prior to project. (see example attached)
5. Have interested members sign up to participate in the project.
6. Promote the activity! Send in stories to local papers and news websites.
7. Evaluate the project
  - a. Rate the project!
  - b. Were the goals of the project achieved? Which ones? Why or why not?
  - c. Finances—Budget, Total Income/Expenses, Net Profit/Loss
  - d. Was the project publicized effectively? List any future publicity suggestions.
  - e. Would you recommend doing this project again? If yes, list suggestions to improve this project in the future.
8. Conduct a survey with members and advisors
  - a. Was this an enjoyable project to do?
  - b. If this project were to be done in the future, would you participate again?
  - c. The ups and downs of the project (including the planning and setting-up)
  - d. Suggestions to make this project better
9. After event, document project with pictures and an article from club members. Submit them to the Empire Key and the New York District Key Club website.
5. Don't forget to include this project on the Monthly Report Form. If this involves fundraising, please also fill out a Fundraising Report Form and submit a proof to the District Treasurer. These forms are available on our website: [www.nydkc.org](http://www.nydkc.org).

**GOVERNOR ALLEN YU**

New York District Key Club 2009-2010

### Sample project planning form

The following information should be completed at least two months prior to a project’s intended date of execution. Completion of this form will allow the planning committee adequate time to coordinate the project details

- Committee Responsible for Project: \_\_\_\_\_
- Title of Project and Brief Description: \_\_\_\_\_
- Purpose of Project: \_\_\_\_\_
- List resources needed for project: (People, money, expertise, etc.) \_\_\_\_\_
- Time of Project: \_\_\_\_\_
- Location of Project: \_\_\_\_\_

#### Project planning checklist

Specify below the tasks that need to be accomplished, the individual responsible for each task, and the task’s Deadline.

#### Publicity checklist

Type of Publicity: Who is Responsible & Distribution Date

- |                           |  |
|---------------------------|--|
| _____ Flyers, Table Tents | _____ Photographer   |
| _____ Newspaper Ads       | _____ Open letter to faculty, students, administration, community groups |
| _____ Posters             | _____ Chalking blackboards   |
| _____ Brochures           | _____ Creating a Display   |
| _____ Banners             | _____ Web site design  |
| _____ Radio Announcements | _____ Other  |
| _____ Press Releases      |  |

#### Project Budget Worksheet

<b>Income</b>
Fundraising Monies: _____
Allocation from Club Budget: _____
Co-Sponsorship Income: _____
Food or Clothing Sales: _____
Other: _____
Other: _____
Total Income: _____

<b>Expenses</b>
Program Materials: _____
Presenter's Fee: _____
Publicity: _____
Postage: _____
Food: _____
Rentals: _____
Awards/Certificates: _____
Thank You Cards/Gifts: _____
Other: _____
Total Expenses: _____
Net Profit/Loss: _____