



# Get Going!

# Get Giving!

***Have an Impact in Your Community through Volunteerism***

This volunteering resource and planning guide is provided to you by HOBY.

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## Table of Contents

<b>I. Making an Impact in Your Community</b> .....	<b>2</b>
<i>Wanted: "Vote with your feet"</i> .....	2
<i>What would I do as a volunteer?</i> .....	2
<b>II. Getting Involved in Your Community</b> .....	<b>2</b>
<b>III. Confronting the "Big Excuse"</b> .....	<b>3</b>
<i>"But I don't have time!"</i> .....	3
<b>IV Frequently Asked Questions</b> .....	<b>3</b>
<i>What are the characteristics of a good volunteer?</i> .....	3
<i>What if I don't have any specific skills to contribute to an organization?</i> .....	3
<i>Will the organization train me?</i> .....	3
<i>How do I get my friends involved and excited?</i> .....	4
<i>Can I use volunteer hours toward other activities, e.g. Eagle Scouts, high school graduation requirements, etc?</i> .....	4
<i>What if I need special resources to undertake a service project?</i> .....	4
<i>What do I need to know about the organization I work with?</i> .....	4
<b>V. Getting Started</b> .....	<b>5</b>
A. <i>Joining an Existing Organization or Program</i> .....	5
B. <i>Developing your own Community Activity or Service Project</i> .....	5
<b>VI. Resources</b> .....	<b>5</b>
<i>Opportunities with HOBY</i> .....	5
<i>Opportunities with Service and Cooperating Organizations</i> .....	6
<i>Directory of Organizations &amp; Service Agencies</i> .....	7
<b>VII. Community Service Project Planning Guide</b> .....	<b>9</b>

## I. Making an Impact in Your Community

***“How wonderful it is that nobody need wait a single moment before starting to improve the world.” - Anne Frank***

Volunteers in the U.S. contribute more than 20.3 billion hours annually. Whether it's joining a graffiti paint-out in your neighborhood park, organizing a food drive in your high school gym, or yard clean-up at a senior citizen's home, all of these activities take people like you—volunteers who are willing to donate their time to help others. Every community needs young volunteers who pitch in and help out. By giving your time for the benefit of others, you have an important role in making your community strong and healthy; you help create the kind of community in which you want to live.

### ***Wanted: “Vote with your feet”***

When you volunteer you tell others that you want to live in a strong community. You “vote with your feet” about concerns that are important to you. Don't just talk about problems in your community and don't just listen when your friends say an important issue is being ignored. Instead, be the person who jumps in, works for change, and makes things happen. Most communities have a long and solid tradition of citizens giving to others. Through your service, you will come to know that a lifelong commitment to volunteering will strengthen you and your community.

### ***What would I do as a volunteer?***

More than 93 million Americans volunteer annually. Volunteer activities give you the opportunity to work together with others to change or improve something in your community that matters to you. You could lead children's tours at an aquarium, help with a statewide political campaign, or even catalog documents at your local historical society. You can choose when, where, and even how you would like to serve. You may want to volunteer a few hours per month, every weekend, or during your school vacation. You might want to volunteer from your home, or help out at a park, food bank, hospital, school, or library. You can get involved by repairing a building, cleaning a playground, reading to the elderly or tutoring a young child. You can use your enthusiasm, energy and creativity to make your community service both fun and meaningful.

When you can give to others, you receive benefits as well. Your volunteer efforts will give you a chance to meet other people, make new friends, develop your current abilities, and learn new skills that will contribute to success in school and in your career. You'll likely improve your skills in such areas as: working in teams; giving and following instructions; communicating your ideas; listening to others; making presentations; adapting to new situations; soliciting input from others, etc.

You might choose to use your volunteer time to explore some of your individual interests, even career choices. If you think that you'd like to be a teacher, you might want to find out about tutoring children at a school or library or helping in an after school program at a park, recreation center or even in someone's home. If you are interested in a career in medicine you might want to volunteer in a hospital or clinic. If you care for animals, animal shelters are always looking for people to volunteer. Looking at what's already important to you will help you identify areas where you can contribute your time.

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## II. Getting Involved in Your Community

***“Almost always the creative, dedicated minority has made the world better.” - Martin Luther King, Jr.***

Service opportunities are available for everyone, for every interest or talent, for every schedule, for every person, family or group. You don't have to live in a big city to volunteer. In fact, you don't need to even volunteer through a formal organization. All you need to do is look around you to see what needs to be done.

All communities have people, issues and places that need attention. Parks or roadsides require clean up or beautification. Even the smallest community has schools, libraries, playgrounds and homes that need paint, polish or pruning. In every locale there is also the need to improve individuals' lives. Young children thrive on the caring

attention of special friends; single parents need help with errands and chores; and shut-ins welcome the interest of a good listener. Local causes need rummage sales, car washes, and bake sales as fundraising efforts.

Each community also has its own unique needs. You may live in an area that lacks resources for adult literacy, supervision of children after school, staffing for a crisis hotline, guides at a historical site or stagehands for a community theater group. Emergency preparedness is a factor in every community, even though the types of planning will vary considerably from one area to another.

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### III. Confronting the “Big Excuse”

#### ***“But I don't have time!”***

Okay, so you're busy. So is every volunteer working to make good things happen. The dollar value of volunteers' time is estimated at greater than \$200 billion per year. Volunteers are busy people; they make time to help other people even though they have school, work, sports, and other commitments. Saying, "I don't have time!" is really an excuse. HOBY Ambassadors and alumni overcome this limitation. As one commented, **“It isn't a matter of ‘finding’ time. It's a matter of ‘making’ time.”** Here are more of their comments:

*“Everyone has 24 hours in a day. If you are committed and make it a priority, you'll make the time!”*

*“Funny, isn't it—people always find time to see the latest movie!”*

*“Give up television—or at least cut down on TV time to make time.”*

*“Make community service an extension of something that you are already interested in, such as the environment, working with young children or health care. There are organizations in nearly every community that address needs in these areas... and they need your help.”*

*“If I don't do it now, why would I fool myself and think that I'll have so much free time when I'm older?”*

Fulfilling your volunteer goal of 100 hours sounds like a lot of time, but it will seem like less time if you break it into little pieces. You might prefer to think of it as less than half an hour per day or just two hours a week. If you would rather devote larger blocks of time less frequently, you could volunteer two Saturday mornings a month, an entire day each month, or a weekend every other month. You have the freedom to choose your own schedule.

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### IV Frequently Asked Questions

***“We make a living by what we get;  
we make a life by what we give.” - Winston Churchill***

#### ***What are the characteristics of a good volunteer?***

A good volunteer has a positive attitude and is willing to work. Good volunteers can be counted on to do their best to complete what needs to be done. They are friendly to others around them, and they are enthusiastic about the work they are doing. They have the time-honored values of honesty and genuine caring. In addition, they are sensitive to others, recognizing that it is often difficult to ask for or receive help from another. A good volunteer is one who is dependable and follows through on commitments.

#### ***What if I don't have any specific skills to contribute to an organization?***

You already have the greatest skill that is required—the ability and the desire to make a difference. Most volunteer work does not require special skills. Groups and organizations will be happy to have your help and enthusiasm and they will show you what needs to be done. Sometimes what may seem like an insignificant contribution to you makes all the difference to those people or that program you are serving. When it comes to helping others one-on-one, you have probably developed some skills of your own in terms of showing kindness, patience, politeness, encouragement and genuine caring. Chances are you have learned to be punctual and dependable, and to use the appropriate dress and language for a given situation. You already have many of the skills you'll need!

#### ***Will the organization train me?***

Organizations are usually happy to train willing volunteers. Don't be afraid to ask an organization if they can train you to do the job. An example is Habitat for Humanity, the organization that helps low-income people to

build their own homes. Habitat volunteers don't have to know anything about construction; everyone who shows up at a building site can help (information about how to contact Habitat for Humanity is provided in the Resources section). The more you work with a group or organization—and the more commitment you demonstrate—the more they will invest in you in terms of training and responsibility.

***How do I get my friends involved and excited?***

You will find that your enthusiasm is contagious. If you are excited about a project your friends will probably catch your excitement. If you think that a volunteer effort is valuable, tell them about it. Tell them how they can help. Introduce them to your new friends in your volunteer group. Let them know that it will be fun and they will be doing something important at the same time.

***Can I use volunteer hours toward other activities, e.g. Eagle Scouts, high school graduation requirements, etc?***

This is your chance to spread your goodwill. As long as your volunteer hours fit the requirements for other activities, they can serve multiple purposes. The idea is to contribute by helping others.

***What if I need special resources to undertake a service project?***

If you need resources in order to undertake a project, you have two choices: (1) earn the money. If you are talking about a small expense, this is probably your best choice. You can earn money on your own by baby-sitting or doing odd jobs. You could also organize a group to have a fundraising activity, such as a bake sale. Or, you can (2) ask other individuals or organizations for a donation. If your project requires a large sum of money, you can ask an organization for contributions. You will need to do a little research to find who would be likely to share your interest in the project. Then you will want to contact the person or organization and share information about the purpose of your project and what help is needed. Explain to them why their donation is important to the success of the overall project. Be sure your request is very specific, such as contributions of 12 gallons of paint; \$200 for printed programs; or four hours of donated photography services. (If you have a list of needs, identify several individuals or groups as donors. Go to each individually and make a specific request from your list.)

***What do I need to know about the organization I work with?***

You need to know that an organization is a good "fit" for you and your interests. First, you should find out what the organization does—is it something that you support, find interesting, and feel is important? Next, visit the group or organization to get a sense of their work and the outcomes of their efforts. Be sure that you support the overall mission of the organization. Some causes are tied to political groups and/or special interests; be sure you are comfortable with the positions held by the group or organization. Finally, talk to staff and other volunteers about what you would be doing to help them.

***What if I don't drive and have no access to public transportation?***

You can find an organization that needs your help addressing or stuffing envelopes, making phone calls, or writing letters—activities that you can do from your home at your convenience. Our communities have so many and such diverse needs. All volunteers have time constraints, transportation issues, limited resources, etc. There isn't one way to serve, or one way to be a successful volunteer. Volunteer organizations will help you find the service opportunities that work best for you. Be willing to be resourceful in your problem-solving as well as generous with your time.

***What if I'm nervous when going into new situations?***

When you begin volunteering, you can stick close to home and plan your activity with a friend. It is also helpful to tell others that you are nervous, or that you haven't volunteered before. They will likely be so happy to have your assistance that they will be willing to support you. Being nervous about new situations is actually a great reason TO VOLUNTEER so that you can break through your fears and not let them stop you from important new situations in your future, such as going to college or starting a new job.

## V. Getting Started

***Be excited. Be committed. And know that you can make a big difference in strengthening your community.***

"I think I'm ready. What's next?" Now, you should determine your interests and concerns and then think about what you could do that would help others in connection with these areas. Community service is an opportunity for you to express yourself. And, there are no rules to say that you can't change your mind about your interests. You may end up trying out several ideas or organizations, or you may jump right into the perfect opportunity the first time. This is a chance for you to explore, learn, give and grow.

Whether you decide you want to join an existing organization or program; or develop your own community activity or service project, both approaches are useful in a community. Select the one that is most "do-able" for you. And, realistically consider your existing time constraints, commitments, and other personal factors.

### ***A. Joining an Existing Organization or Program***

If you decide to join an existing group, you could contact the organization and ask them about volunteer opportunities. Also ask your parents, friends, neighbors, teachers and others about local opportunities. Many communities have volunteer centers that will refer you to organizations in need. In addition, check out the HOBY web site ([www.hoby.org](http://www.hoby.org)) and resources section of this guide.

### ***B. Developing your own Community Activity or Service Project***

If you decide to develop your own project, you will need to do some planning. The planning guide in this booklet will help you implement your project. You may want to involve others from the start—beginning with the planning process.

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## VI. Resources

**Volunteers average 4.2 hours per week  
in service to their communities.**

You have many resources available to you to identify volunteer opportunities and resources in your community. You can turn to parents, friends, neighbors, teachers, coaches, counselors, youth group leaders, and librarians for suggestions. In addition, your HOBY alumni group can make recommendations. You can also look both in the white and yellow pages of your telephone book for ideas. City and state government agencies and councils are listed in a separate section. Try looking under: Chamber of Commerce, Mayor's Office of Volunteerism, Parks and Recreation, Animals, Children's Assistance, Elderly, Recycling, Hospitals, Schools, Libraries, Veterans Affairs, Consumer Affairs, Conservation, etc. Also check your local newspaper for Volunteer Opportunities or Community Outreach—or call your newspaper editor and suggest a column be developed to promote volunteerism.

If you have accessed the Internet you know that there is much information available. There are many Internet sites that give information about volunteer opportunities, such as [www.volunteermatch.org](http://www.volunteermatch.org). **Volunteer Match** is a free, on-line database that allows volunteers to search thousands of one-time and ongoing service opportunities by zip code, category and date. Organizations post their own service opportunities, giving volunteers easy access to an accurate and diverse source of activities including, walk-a-thons, beach day cleanups, tutoring, home building, meal deliveries and more.

Another valuable Internet resource is [www.ysa.org](http://www.ysa.org), the website of **Youth Service America** (YSA). YSA is a resource center that partners with thousands of organizations committed to increasing the quality and quantity of volunteer opportunities for young people, ages 5-25, to serve locally, nationally, and globally. Their website offers many ideas for volunteer projects and opportunities.

### ***Opportunities with HOBY***

A great place to begin is [www.hoby.org](http://www.hoby.org) where you can get names and telephone numbers of national service organizations as well as see what other HOBY alumni are doing in their communities. In addition, you will be

tracking and documenting your 100 service hours on [www.hoby.org](http://www.hoby.org). Below are some ways you can volunteer as HOBY alumni. Please see your local HOBY Affiliate for details.

- **CLeWs:** After participating in HOBY's Leadership Seminars, Ambassadors are encouraged to return to their high schools and organize one-day HOBY Community Leadership Workshops (CLeWs) for high school freshmen. CLeWs are designed to provide opportunities for high schools students to develop leadership skills, learn more about the free enterprise system and the democratic process, and perform community service activities. Whereas only one student from each high school attends a Leadership Seminar, participating schools may send several freshmen participants to a CLeW.
- **Leadership Seminars:** HOBY Leadership Seminars take place each spring and early summer all across the U.S. The seminars are designed to give future leaders a grasp of the economic system that built America into a world leader and to provide an understanding of how that system works; to build personal leadership skills; and develop a commitment to volunteerism. These three- or four-day events are organized and run by volunteers of all ages. Multiple opportunities exist for recent alumni to volunteer at the Leadership Seminars, both in the planning process doing recruiting, public relations, fundraising, and more, and in the seminar itself as Junior Staff.
- **Alumni Chapters and Clubs:** The purpose of the local HOBY Alumni Chapters and Clubs are to conduct activities that provide participants experiences in personal/professional development, community service and fellowship. Becoming an active member of you local alumni program will further your leadership training. See your local club or chapter for details.

### ***Opportunities with Service and Cooperating Organizations***

Many service organizations have made vital contributions to furthering the HOBY mission. Because their goals and purposes are closely aligned with HOBY's, many of these non-profit organizations have chosen to give their endorsements and/or support to HOBY on a national level, becoming HOBY's official cooperating organizations. Ambassadors are encouraged to volunteer in the numerous community service projects run by the local chapters and clubs of these service and cooperating organizations, such as Optimist International, Lions Clubs International and the General Federation of Women's Clubs.

## **Directory of Organizations & Service Agencies**

*(Updated September 2003)*

### **American Red Cross**

Public Inquiry Office  
431 18th Street  
Washington, D.C. 20006  
Tel: 202-639-3589  
Fax: 202-639-3269  
[www.redcross.org](http://www.redcross.org)

### **Ara Parseghian Medical Research Foundation**

3530 E. Campo Abierto,  
Suite 105  
Tucson, AZ 85718  
Tel: 520-577-5106  
[www.parseghian.org](http://www.parseghian.org)

### **America's Promise – The Alliance for Youth**

909 No. Washington Street  
Suite 400  
Alexandria, VA 22314-1556  
Tel: 703-684-4500  
Fax: 703-684-7328  
[www.americaspromise.org](http://www.americaspromise.org)

### **Big Brothers Big Sisters of America**

230 North 13th Street  
Philadelphia, PA 19107  
Tel: 215-567-7000  
Fax: 215-567-0394  
[www.bbbsa.org](http://www.bbbsa.org)

### **Rebuilding Together**

1536 Sixteenth St., NW  
Washington, D.C. 20036-1402  
Tel: 202-483-9083  
Fax: 202-483-9081  
[www.rebuildingtogether.org](http://www.rebuildingtogether.org)

### **Corporation for National & Community Service**

1201 New York Avenue, NW  
Washington, D.C. 20525  
Tel: 202-606-5000  
[www.cns.gov](http://www.cns.gov)

### **Disabled Sports USA**

451 Hungerford Drive Suite 100  
Rockville, MD 20850  
Voice: 301-217-0960  
Fax: 301-217-0968  
TDD: 301-217-0963  
[www.dsusa.org](http://www.dsusa.org)

### **The Council for Exceptional Children (CEC)**

1920 Association Drive  
Reston, VA 20191-1589  
Tel: 888-CEC-SPED  
Fax: 703-264-9494  
[www.cec.sped.org](http://www.cec.sped.org)

### **General Federation Of Women's Clubs**

1734 N Street, NW  
Washington, DC 20036-2990  
Tel: 202-347-3168  
Fax: 202-835-0246  
[www.gfwc.org](http://www.gfwc.org)

### **Habitat for Humanity International**

Tel: (912)924-6935 ext. 2552  
[www.habitat.org](http://www.habitat.org)

### **The Humane Society of the United States**

2100 L St. NW  
Washington, DC 20037  
Tel: 202-452-1100  
[www.hsus.org](http://www.hsus.org)

### **Kiwanis Key Club International**

3636 Woodview Trace  
Indianapolis, IN 46268-3196  
Tel: 1-800-KIWANIS, ext. 247  
Fax: 317-879-0204  
[www.keyclub.org](http://www.keyclub.org)

### **ProLiteracy Worldwide**

1320 Jamesville Ave  
Syracuse, NY 13210  
Tel: 888-528-2224  
Fax: 315-422-6369  
[www.proliteracy.org](http://www.proliteracy.org)

### **The Living Bank**

Post Office Box 6725  
4545 Post Oak Place, Ste. 315  
Houston, TX 77265-6725  
Tel: 800-528-2971  
Fax: 713-961-0979  
[www.livingbank.org](http://www.livingbank.org)

### **Muscular Dystrophy Association**

3300 E. Sunrise Drive  
Tucson, AZ 85718  
Tel: 800- 572-1717  
[www.mdausa.org](http://www.mdausa.org)

### **Points Of Light Foundation**

1400 I Street NW  
Suite 800  
Washington, DC 20005-6526  
Tel: 202-729-8000  
Fax: 202-729-8100  
[www.PointsOfLight.org](http://www.PointsOfLight.org)

### **Make-A-Wish Foundation® of America**

4000 North Central Ave, Suite 2200  
Phoenix, Arizona 85012  
Tel: (800) 722-WISH (9474)  
Fax: (602) 279-0855  
[www.wish.org](http://www.wish.org)

### **Mothers Against Drunk Driving**

Volunteer Dev. Coordinator  
511 E. John Carpenter Fwy.  
Suite 700  
Irving, TX 75062  
800 - 438 - 6233 ext. 283  
[www.madd.org](http://www.madd.org)

### **Multiple Sclerosis Association of America**

706 Haddonfield Road  
Cherry Hill, NJ 08002  
Tel: 1-800 LEARN MS  
Fax: 609-661-9797  
[www.msaa.com](http://www.msaa.com)

### **The NAMES Project Foundation**

101 Krog Street  
Atlanta, GA 30307  
Tel: 404-688-5500  
Fax: 404-688-5552  
[www.aidsquilt.org](http://www.aidsquilt.org)

### **National Assoc. of the Deaf**

814 Thayer Avenue  
Silver Spring, MD 20910-4500  
Tel: 301-587-1788  
Fax: 301-587-1791  
[www.nad.org](http://www.nad.org)

### **International Association of Audio Information Services**

2100 Wharton Street-Suite 140  
Pittsburgh, PA 15203  
Tel: 800-280-5325  
[www.iaais.org](http://www.iaais.org)

**National Association of Town Watches**

P O Box 303  
Wynnewood, PA 19096  
Tel: 800-648-3688  
www.natw.org

**National Association for Visually Handicapped**

22 West 21st Street-6th floor  
New York, NY 10010-0000  
Tel: 212-889-3141  
Fax: 212 727 2931  
[www.navh.org](http://www.navh.org)

**National Institute for Literacy**

1775 I Street NW  
Suite 730  
Washington, DC 20006  
Tel: 800-228-8813  
www.nifl.gov

**National Mental Health Association**

1021 Prince Street  
Alexandria, VA 22314-2971  
Tel: 703-684-7722  
Fax: 703-684-5968  
www.nmha.org

**Project America**

310 S. Boulevard  
Richmond, Virginia 23220  
Tel: 800-880-3352  
Fax: 804-359-8160  
www.project.org

**The Salvation Army**

615 Slaters Lane  
P.O. Box 269  
Alexandria, VA 22313  
Tel: 703-684 5500  
Fax: 703-684 3478  
www.salvationarmy.org

**Special Olympics International Headquarters**

1325 G Street, NW  
Suite 500  
Washington, DC 20005  
Tel: 202-628-3630  
Fax: 202-824-0200  
www.specialolympics.org

**Second Harvest Food Bank**

116 S. Michigan Ave., #4  
Chicago, IL 60603  
Tel: 800-532-FOOD  
www.secondharvest.org

**Streetcats Foundation**

267 Lester Avenue, Ste 104,  
Oakland, CA 94606  
Tel: 510-444-6074  
Fax: 415-704-3033  
www.child.net

**United Cerebral Palsy**

1660 L Street, NW, Suite 700  
Washington, DC 20036-5602  
Tel: 800 USA-5-UCP  
Fax: 202-776-0414  
www.ucp.org

**Volunteer Match**

325 'B' Forest Ave  
Palo Alto, CA 94301  
Tel: 650-327-1389  
Fax: 650-327-1395  
www.volunteermatch.org

**Volunteers of America**

Community Relations  
3939 N. Causeway Boulevard  
Metairie, LA 70002  
800-899-0089  
Fax: 504-837-4200  
www.voa.org

**YMCA of the USA**

101 North Wacker Drive  
Chicago, IL 60606  
312-977-0031  
Fax: 312-977-9063  
[www.ymca.net](http://www.ymca.net)

**Do Something**

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

**Freedom's Answer**

1233 20<sup>th</sup> St, NW  
Suite 206  
Washington DC 20036  
202-785-5920  
[www.freedomsanswer.org](http://www.freedomsanswer.org)

**Lions Clubs International**

300 W 22<sup>nd</sup> St  
Oak Brook, IL 60523-8842  
www.lionsclubs.org

## VII. Community Service Project Planning Guide

This planning guide section is for those wanting to organize their own community activity or service project. It will give you the opportunity to plan your activity with step-by-step instructions and writing space provided.

### ***Type of Project***

Consider what type of project you would like to complete. For example,

- **Face-to-Face:** Direct service and interaction with individuals, such as providing meals, job training or mentoring.
- **Hands-On:** For example, landscaping and maintenance projects for buildings and grounds, sorting donations or staffing an information table.
- **Collection Drives:** For such items as baby items, food, clothing, or holiday gifts for children.

### ***Population Served***

Consider who will benefit from your project and what type of service would benefit that particular group. For example,

#### **Homeless/Hungry**

- Organize a group to help cook and/or serve a meal at a homeless shelter
- Conduct a donation drive and create “I Care” kits for a local shelter. (Items may include combs, toothbrushes, shampoo, mittens, socks, t-shirts, long underwear, etc.)
- Organize a group to help with repairs to a local homeless shelter
- If your community doesn’t have a food bank, work with local officials to start one

#### **Senior Citizens**

- Organize a group to rake leaves, shovel snow, clean gutter or wash windows for a senior citizen
- Hold an afternoon dance for your local nursing home
- Help senior citizens in your neighborhood obtain and install locks or smoke alarms

#### **School Activities**

- Organize a group to paint a mural over graffiti
- Organize and invite local police officers to present a drug awareness or bike safety assembly

#### **Neighborhood Enhancement**

- Organize a campaign to raise money to purchase and install new playground equipment in an area park
- Organize a group to paint a mural or clean up in a local park/vacant lot

#### **People with Special Needs**

- Set up a buddy system for kids with special needs at your school
- Raise money for Braille or large print books for the visually impaired
- Organize a group to read books or the newspaper on tape for visually impaired people
- Organize a group to bring toys to children in the cancer ward of a local hospital

#### **Politics and Government**

- Organize a group to help people register to vote
- Organize a public issues forum for your neighborhood

#### **The Environment**

- Organize a group to plant a garden or trees where the whole neighborhood can enjoy it
- Set up a recycling system for your neighborhood
- Organize a carpooling campaign in your neighborhood to cut down on air pollution
- Organize a group to clean up trash along a river or in a park

Next, complete the **Planning Guide** in this booklet. This guide has two parts, (1) planning; and (2) implementation/evaluation. Your responses to the planning questions in the first part will become a guide for you to follow when you implement the project. Involve everyone on the planning team in this process. This generates more ideas, and it strengthens commitment to the project—it becomes the team’s project.







## Part 2: Implementation/Evaluation Worksheet

This part is like a diary where you will record what actually happened in the project. Refer to Part I, then record what you actually do, including any changes that you make in your plan. Part II also helps you determine whether you met your goals. This will be useful if you want to explain the organization of the project to someone else or to use as a guide next time you undertake a project.

### **8. Results/Outcomes**

Give specific **results** for each goal established in # 2 on the first worksheet. Include any goals that were added or changed from the original plan. How did you **feel** as a result of the project?

**Goal**

**Results**

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### **9. Action Plans**

Record, by date the **specific planning steps** and **actions** that were taken.

**Planning/Action Steps**

**Date**

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### **10. Revisions**

Record any **changes** or **adjustments** that became necessary. Describe how unanticipated problems were handled. What changes would you **recommend** for the future?

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**11. Services/Contacts**

Record the **specific roles** and **types of services** which people provided for the project.

**Role/Service**

**Contributor**

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**12. Resource Allocation**

Record **sources of income** and amounts received (including cash and the value of donated goods, as in #7 on the first worksheet). Record specific expenses incurred and their amounts.

**Sources of Income**

**Amount**

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**Expenses**

**Amount**

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**13. Sample Materials**

Attach **samples of your project's materials**. Only samples are needed, not copies of every letter or printed piece. Examples of materials to include: photos, brochures, flyers, programs, samples of letters written, and newspaper articles.